



Rules of The Association
and Laws of the Game
Season 2008–2009

INTRODUCTION BY THE CHAIRMAN

I am delighted to welcome you to **The Football Association Handbook**, the essential guide to the rules and regulations of football.

The Handbook has been updated and published every year since 1895, excluding the war years, and should again prove to be an invaluable companion to people involved in the game at all levels.

The FA has the privilege and responsibility to oversee football in England as a whole and in all its aspects. We do so in partnership with a powerful professional game – and a game administered locally by dedicated people and played in almost every park in the land. We are grateful for the privilege and are determined to meet in full the responsibility. Football is 'one game' and we approach it with one set of values.

Much has been achieved in the past but we don't live there. There are new challenges and they have to be faced with a determination to win. Our strategic vision, launched in the spring, sets out how we believe that we can forge a winning mentality.

Football has rules in order to protect the people who take part in it and I hope that every recipient of the 2008-2009 edition of the Handbook, whatever his or her involvement in the game, will find it to be a helpful reference book during the season.

LORD TRIESMAN – CHAIRMAN, THE FOOTBALL ASSOCIATION

THE FOOTBALL ASSOCIATION

Patron

Her Majesty The Queen

President

Prince William

Life Vice-Presidents

J F Wiseman (1974), Birmingham City FC
E G Powell (1968), Herefordshire FA
T Myatt (1978), Staffordshire FA
F Hannah, CEng, MIMechE, ARTCS (1979), Manchester FA
P Rushton (1974), Worcestershire FA
D J Insole, CBE (1979), Cambridge University
J E Davey (1964–67, 1984), Sussex FA
N White, FSCA (1976), Liverpool FC
L F J Smith (1982), Surrey FA
R G Berridge (1976), Bedfordshire FA
W T Annable (1967), Nottinghamshire FA
R E Barston (1981), Leicestershire and Rutland FA
A J Hobbs (1984), Somerset FA
J J Waterall (1986), Nottinghamshire FA
R W Kiddell, OBE, JP, ACII (1980), Norfolk FA
G Thompson, OBE, JP (1979), Sheffield and Hallamshire FA

Vice-Presidents

C J Saunders (1982), Independent Schools
BW Bright (1984), Kent FA
MM Armstrong (1984), Huntingdonshire FA
D J Henson (1986), Devon FA
K Compton (1988), Derbyshire FA

Honorary Vice-Presidents

His Grace The Duke of Marlborough, DL
The Rt Hon The Earl of Harewood, KBE, LLD
Rear Admiral P J Wilkinson
Air Vice-Marshal NDA Maddox, CBE

Lieutenant General P A Wall, CBE

Honorary Members

Sir Tom Finney, CBE (1978)

Sir Bobby Charlton, CBE (1978–90, 1991)

J V Hayward (1993)

N Lofthouse, OBE (1994)

C Jones (1995)

Mrs P F Smith, OBE (1998)

K W Ridden (2000)

Lt Cdr J W Danks, RN (2001)

M R Berry (2002)

Grp Capt P W Hilton, RAF (2002)

W Wilson (2002)

F D Pattison (2004)

D G Champion (2005)

R Tinkler (2005)

I H Stott (2005)

H D Ellis, OBE (2004-05, 2006)

D J Lewin (2006)

M Gibson (2006)

R G Kibble (2007)

S T Farmer, JP (2007)

THE COUNCIL FOR 2008-2009*Chairman*

Lord Triesman (2008)

Vice-Chairmen

National Game: BW Bright (1984), Kent FA

Professional Game: Sir David Richards (1994), The FA Premier League

Life Vice-Presidents

J F Wiseman (1974), Birmingham City FC

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T Myatt (1978), Staffordshire FA

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Vice-Presidents

C J Saunders (1982), Independent Schools

B W Bright (1984), Kent FA

M M Armstrong (1984), Huntingdonshire FA

D J Henson (1986), Devon FA

K Compton (1988), Derbyshire FA

Divisional Representatives

1 D Robinson (2007), Billingham Synthonia FC

2 R D Coar (2001), Blackburn Rovers FC

3 R D Bayley (1996), Leek Town FC

4 P Coates (1994), Stoke City FC

5 C B Taylor (1991), Barnsley FC

6 J M Elsom, FCA (2001), Grimsby Town FC

7 P R Barnes (1997), West Ham United FC

8 B W Moore (1994), Yeovil Town FC

9 A C F Turvey, MCIM (1991), Hayes FC

10 J D Pearce (2001), Bognor Regis Town FC

Association Representatives

Amateur Football Alliance	M Brown (2007)
Army	Major W Thomson (2001)
Bedfordshire	P D Brown (2000)
Berks and Bucks	J A Christopher (1990)
Birmingham	R J Wood (1998)
Cambridgeshire	J W Coad, ATII (1993)
Cambridge University	Dr J A Little (1999)
Cheshire	D D Edmunds (2004)
Cornwall	G Lee (2005)
Cumberland	G Turrell (2007)
Derbyshire	F McArdle (2008)
Devon	C Davey (2008)
Dorset	P S Hough (1988)
Durham	J C Topping (2007)
East Riding	D Johnson (2005)
English Schools	J A Read (2002)
Essex	M B Game (1999)
Gloucestershire	R F Burden, FCIB, MBCS, FRSA (1995)
Hampshire	E J Ward (1998)
Herefordshire	R J Perks (1997)
Hertfordshire	E W J King (2007)
Huntingdonshire	M C Frost (2005)
Independent Schools	D R Elleray (2002)
Kent	P C B Smith (2005)
Lancashire	W B Warburton (2006)
Leicestershire and Rutland	D Jamieson (2008)
Lincolnshire	R C Jackson (2005)
Liverpool	F L J Hunter (1988)
London	A J Sharples (2000)
Manchester	J B Halford (2004)
Middlesex	P J Clayton (1997)
Norfolk	R J Howlett, JP (1999)
Northamptonshire	B Walden (1991)
North Riding	M S M Birt (2006)
Northumberland	R E Maughan (1992)
Nottinghamshire	Mrs E Oram (2007)
Oxfordshire	D J Hovard (2001)
Oxford University	R Tur (2002)
Royal Air Force	Sqn Ldr N Oswald (2006)
Royal Navy	Lt Cdr S G Vasey, RN (2001)
Sheffield and Hallamshire	P Jackson (2005)
Shropshire	D Simpson (2007)
Somerset	AP Hockley (2005)

Staffordshire	B J Adshead (1997)
Suffolk	M Head (2007)
Surrey	R S Lewis (2002)
Sussex	P R Bentley (1999)
Westmorland	G Aplin (2003)
West Riding	G R Carter, JP (2005)
Wiltshire	M G Benson (1999)
Women's Football Conference	Mrs S A Hough (2000)
	T KT Win, JP (2007)
Worcestershire	M R Leggett (1992)

Representatives of The FA Premier League

Sir David Richards (1994), The FA Premier League
 P A Gartside (2004), Bolton Wanderers FC
 D Gill (2004), Manchester United FC
 M Collins (2007), Fulham FC
 M Lindsay (2007), Wigan Athletic FC
 K Lamb (2007), Middlesbrough FC
 D Barnard (2007), Chelsea FC
 P Storrie (2007), Portsmouth FC

Representatives of The Football League

D R Sheepshanks (1997-2000, 2003), Ipswich Town FC
 N Doncaster (2006), Norwich City FC
 T Robinson (1992-99, 2003-07, 2007), Sheffield United FC
 M Arthur (2007), Nottingham Forest FC
 P Powell (2008), Colchester United FC
 A Kleanthous (2008), Barnet FC
 I Ritchie (2008), FL Independent Director
 D Gold (2008), Birmingham City FC

Football Conference :	C Clapham (2007), Southport FC
	C B Robinson (2007), Burton Albion FC
Isthmian Football League :	N Robinson (2008)
Northern Premier League :	K Brown (2007)
Southern Football League :	K Turner (2007)
Referees' Association :	A W S Smith (2007)
League Managers' Association:	H Wilkinson (2007)
Professional Footballers' Association :	G Taylor, OBE (2007)
Supporters' Representative:	Dr M Clarke (2007)
Race Equality Advisory Group:	Lord Herman Ouseley (2008)
Disability Equality Advisory Group:	C Chaytors (2008)

Chief Executive: Brian Barwick

COMMITTEE MEMBERSHIP – SEASON 2008-2009**FA Board**

Brian Barwick, Barry Bright, Roger Burden, Neil Doncaster, David Henson, Michael Game, Phil Gartside, David Gill, David Sheepshanks, Sir David Richards, Lord Triesman (Chairman) and John Ward

Secretary: Alistair Maclean

National Game Board

Brian Adshead, Maurice Armstrong, Ray Berridge, Barry Bright, Roger Burden (Chairman), John Christopher, Michael Game, David Henson, Roger Howlett, Fred Hunter, Mervyn Leggett, Rowland Maughan, John Read, Brian Walden and John Ward

Secretary: Emma Kernan-Staines

Professional Game Board

Robert Coar, Neil Doncaster, Phil Gartside, David Gill, Tony Kleanthous, Sir David Richards (Chairman), Terry Robinson and David Sheepshanks.

Secretary: Nick Craig (FL)

Football Regulatory Authority

Kate Barker, Barry Bright (Chairman), Robert Coar, Robbie Earle, Neil Doncaster, David Edmunds, Perry Nove, David Elleray, Tony Sharples, Dr David Thompson, Richard Tur and Alan Turvey (Vice-Chairman)

Secretary: Christina Magill

Judicial Panel

Gary Aplin, Maurice Armstrong (Chairman), Ron Barston, Duncan Bayley, Mike Benson, Barry Bright, Roger Burden, Roy Carter, John Christopher, Peter Clayton, Bill Coad, Neil Doncaster, Peter Hough, Roger Howlett, Peter Jackson, Jack Pearce, Peter Powell, Major W Thomson, Geoff Thompson, Richard Tur and Thura Win

Secretary: Paul Mullen

Leagues

Peter Bentley, Keith Brown, Roy Carter, Keith Compton, Mark Frost, Ray Kiddell (Vice-Chairman), Mervyn Leggett, Ray Lewis, Rowland Maughan, Ben Robinson, Nick Robinson, Ken Turner, Brian Walden (Chairman) and John Ward

Secretary: Penny Kift

Membership

Ron Barston, Malcolm Clarke, Roger Howlett (Vice-Chairman), Doug Insole, Tony Kleanthous, Frank McArdle, Bryan Moore, Jack Pearce, David Simpson, Philip Smith and Alan Turvey (Chairman)

Secretary: Colum McGinley

Sanctions and Registrations

Peter Bentley, Peter Brown, Keith Compton, Neil Doncaster, Michael Game, Martin Head, David Henson (Chairman), Alan Hobbs, Fred Hunter, David Jamieson, Bryan Moore, Elaine Oram, Terry Robinson, Tony Sharples, Les Smith, Gordon Taylor, John Topping, Brian Walden and Brett Warburton

Secretary: John Young

Women's

Gary Aplin, Ray Berridge, Michael Birt, Peter Brown, Peter Hough (Vice-Chairman), Sue Hough, Ray Kiddell (Chairman), Geoff Lee, Mervyn Leggett, Elaine Oram, Lord Herman Ouseley, Tony Sharples and Thura Win

Secretary: Joanne Rozze

Youth

Brian Adshead (Vice-Chairman), Maurice Armstrong, Mike Benson, John Christopher, David Edmunds, Bernard Halford, Roger Howlett, Dennis Johnson, Jack Perks (Chairman), John Read, Chris Saunders, David Simpson, Steve Vasey and John Waterall

Secretary: Steve Clark

Referees

Gary Aplin, Maurice Armstrong, Mark Arthur, Peter Barnes, Ron Barston, Mark Collins, David Elleray (Vice-Chairman), John Elsom, Frank Hannah, Peter Jackson, Eddie King, Ray Lewis (Chairman), Maurice Lindsay, Arthur Smith, John Waterall, Noel White and Roger Wood

Secretary: Ian Blanchard

Alliance

Duncan Bayley, Peter Bentley, Keith Brown, Charles Clapham, David Henson, Jack Pearce (Chairman), Ben Robinson, David Robinson, Nick Robinson, Ken Turner, Alan Turvey (Vice-Chairman) and Brian Walden.

Secretary: Mike Appleby

Protocol

Ray Berridge (Chairman), Roger Burden, Bill Coad, Peter Coates, Doug Insole, Peter Hockley, Sue Hough, Ted Powell, Percy Rushton, Chris Saunders (Vice-Chairman), Barry Taylor, Alan Turvey and Noel White

Secretary: Christine Pandole

Representative Matches

Terry Annable, Peter Bentley (Chairman), Mike Brown, Charles Clapham, Bill Coad, Chris Davey, John Davey, Frank Hannah, David Hovard, Reg Jackson, Eddie King, Dr John Little (Vice-Chairman), Rowland Maughan, Major W Thomson and Geoff Turrell

Secretary: Penny Kift

Trophy

Terry Annable, Gary Aplin, Duncan Bayley, Mike Benson (Vice-Chairman), Keith Brown, Charles Clapham, David Edmunds, Doug Insole, Eddie King, Rowland Maughan (Chairman), Jack Pearce, Ted Powell, Nick Robinson, Les Smith, Philip Smith, Ken Turner and Brett Warburton

Secretary: Steve Clark

Vase

Peter Bentley, John Christopher, Mark Frost, Martin Head, Alan Hobbs, Roger Howlett, Fred Hunter (Chairman), Reg Jackson, Geoff Lee, Mervyn Leggett, Dr John Little, Jack Perks, David Robinson, John Topping, Steve Vasey, John Ward (Vice-Chairman) and John Waterall

Secretary: Steve Clark

Sunday Cup

Mike Benson, Michael Birt, Peter Clayton (Chairman), Peter Hockley, David Hovard, Fred Hunter, Reg Jackson, Elaine Oram, David Robinson, Tony Sharples, David Simpson, Geoff Turrell, Steve Vasey and Roger Wood (Vice-Chairman)

Secretary: Steve Clark

Development

Ray Berridge (Chairman), Colin Chaytors, Peter Clayton, Chris Davey, David Edmunds, David Elleray, Michael Game, Sue Hough, David Jamieson, Geoff Lee, Dr John Little, Nick Oswald, John Read, Chris Saunders, Major W Thomson and Thura Win

Secretary: Justine Lewen

Small-Sided

Brian Adshead (Vice-Chairman), Mike Brown, David Henson (Chairman), Fred Hunter, Reg Jackson, Nick Oswald, Brian Walden, John Waterall and Roger Wood

Secretary: Ellie Blok

National Game Finance

Brian Adshead, Barry Bright, Roger Burden, Charles Clapham, Bill Coad, Mark Frost, Michael Game, Bernard Halford, Sue Hough, Rowland Maughan, Geoff Thompson, Brett Warburton

Secretary: Nicola Briggs

County Planning and Training

Mike Benson, Peter Brown, Mike Brown, Mark Frost, Frank Hannah, Dennis Johnson, Ray Kiddell, John Read, John Topping and John Ward

Secretary: Steve Williams

League Finance

Brian Adshead, Duncan Bayley, Barry Bright (Chairman), David Edmunds, David Hovard, Ray Kiddell (Vice-Chairman), Jack Pearce, Alan Turvey and John Ward

Secretary: Penny Kift

Pitches and Facilities

Maurice Armstrong, Michael Birt, Keith Compton, Chris Davey, Peter Hockley, Mervyn Leggett, Frank McArdle, Jack Perks, Ben Robinson, Nick Robinson, Tony Sharples, David Simpson and Geoff Turrell

Secretary: Nicola Briggs

Challenge Cup

Brian Adshead, David Barnard, Mark Collins, Michael Game, David Henson, Peter Powell, Sir David Richards (Chairman), Terry Robinson, Peter Storrie and Brian Walden

Secretary: Steve Clark

International

Peter Barnes, Robert Coar, Peter Coates, John Elsom, Keith Lamb, Sir David Richards, Terry Robinson, David Sheepshanks, Peter Storrie and Barry Taylor

Secretary: Michelle Farrer

STANDING ORDERS FOR THE CONDUCT OF BUSINESS AT MEETINGS OF COUNCIL OF THE FOOTBALL ASSOCIATION LIMITED (THE "COUNCIL") AND COMMITTEES OF COUNCIL adopted by Council on 29th May 2007

("THE STANDING ORDERS")

General

- 1 The powers and duties of Council shall be as stated in the Articles of Association ("the Articles") of The Football Association Limited ("The Association" or "the Company"), the Rules of The Association and these Standing Orders.

Meetings of Council

- 2 Save where expressly stated to the contrary, Council may exercise any power or carry out any duty only at a meeting of Council.
- 3 There shall generally be not more than 6 meetings of Council in any period from 1 August – 31 July in any given year (the "Council Year").
- 4 Council shall determine the dates for meetings of Council at the first meeting in any Council Year, provided that a meeting takes place in June or July (the "Summer Meeting") and a meeting takes place immediately before the annual general meeting of The Association.
- 5 The time and venue of each meeting of Council shall be fixed by Council and shall ordinarily take place in London.
- 6 At any time the Board may (and on the request of 5 or more Members of Council shall) call an extraordinary meeting of Council over and above those referred to in Standing Orders 3 and 4 by giving no less than 14 days' notice to each Member of Council.
- 7 The Board may at any time postpone a meeting of Council and give no less than 4 days' notice to each Member of Council of such postponement.

Notice and Business of Meetings

- 8 No less than 7 days before a meeting of Council, each Member of Council shall receive an agenda of the business to be conducted. A matter which is not on the agenda shall not be considered at a meeting of Council unless accepted as an extraordinary item by a majority of 75% or more of the Members of Council present at the meeting.
- 9 A Member of Council may propose that a matter be an item on the agenda of a meeting of Council by giving no less than 14 days' written notice before the proposed date of the meeting. A matter which is proposed in compliance with this Standing Order shall be an agenda item.
- 10 The accidental omission to give notice of a Council meeting (or any committee meeting) to, or the non-receipt of notice of a meeting by, any Member of Council shall not invalidate any resolution passed or the proceedings at such meetings.

Quorum

- 11 The quorum of a meeting of Council shall be 50% or more of the Members of Council entitled to attend and vote.

Conduct of Meetings of Council

- 12 The Chairman or, in his absence, a Vice-Chairman shall preside as chairman at a meeting of Council.
- 13 If at any meeting neither the Chairman nor a Vice-Chairman is present within fifteen minutes after the time appointed for holding the meeting, the Members of Council present shall choose one of their number to be chairman of the meeting.
- 14 The chairman of the meeting may with the consent of the meeting (and shall if so directed by the meeting) adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business which might properly have been transacted at the meeting had the adjournment not taken place.

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- 15 The chairman of the meeting may at any time without the consent of the meeting adjourn any meeting (whether or not it has commenced or a quorum is present) either without setting a time or to another time or place where it appears to him that:
- (a) the conduct of persons present prevents or is likely to prevent the orderly continuation of business; or
 - (b) an adjournment is otherwise necessary so that the business of the meeting may be properly conducted.
- 16 The conduct of a meeting of Council and the order of proceedings shall be at the discretion of the chairman of the meeting. The order of proceedings at a meeting of Council shall generally be as follows:
- (a) the minutes of the previous meeting of Council shall be presented to the meeting and voted upon. Where the minutes are approved, the chairman of the meeting shall sign them;
 - (b) any apologies or other correspondence the chairman of the meeting deems necessary or appropriate to present to the meeting shall be read out;
 - (c) the chairman of the meeting shall make a general report on matters considered by the Board and its committees since the previous meeting of Council, including a report on any changes to the Board's strategic plan for The Association;
 - (d) a member of the Board shall present any written report from the Board to Council;
 - (e) an authorised representative of the Football Regulatory Authority shall make a verbal report on regulatory issues arising since the previous meeting of Council and shall be available to answer questions on matters on the operation of the Football Regulatory Authority;
 - (f) the chairman of the meeting may invite debate by Council on any current and significant issues relating to football;
 - (g) the minutes and reports of all meetings of committees of Council shall be presented to the meeting for debate and for adoption by the chairman of each committee, or, in his absence, a member of such committee, who shall make a summary report on matters of particular interest in the minutes and reports. The meeting shall consider the minutes and reports and any Member of Council may speak on any matter mentioned in the minutes and reports and may make a motion thereon, provided that notice of any question has been given in writing 3 days or more before the meeting.
A report of a committee meeting may not be made in the absence of written minutes and reports, save with the consent of the chairman of the meeting. Where such consent is given, the meeting of Council may consider such matter as an extraordinary item;
 - (h) any proposals to amend the Memorandum of Association, the Articles, the Rules or any regulations shall be considered and, if thought fit, approved;
 - (i) any proposals put forwards by any of the committees of Council, including changes to composition of Council originating from the Council Membership Panel (as referred to in Standing Order 49), shall be considered and, if thought fit and be approved;
 - (j) if relevant, the appointment, re-appointment or removal of the Chairman and any other appointments, removals or elections (as required) shall be considered; and
 - (k) where possible, the balance sheet, the profit and loss account and the Directors' and the auditors' reports of The Association and the appointment of the auditors of The Association shall be considered and debated before they are laid before the Company in general meeting.
- 17 A Member of Council wishing to speak on any matter shall be entitled to do so only at the invitation of the chairman of the meeting. A Member of Council who is invited to speak shall rise and address the chairman of the meeting. All Members of Council other than the one speaking shall remain seated unless raising a point of order. Whenever the chairman of the meeting speaks, no other Member of Council may rise.

- 18 A Member of Council may at any time raise a point of order. Such shall be dealt with by the chairman of the meeting in such manner as he considers appropriate.
- 19 A Member of Council may at any time move that a matter be voted upon. If the chairman of the meeting requires, such motion shall be put in writing and signed by the mover. Such written motion shall be handed to the chairman of the meeting. Any such motion shall be read out by the mover before he speaks on it. A Member of Council may speak on a motion. A Member of Council shall be entitled to speak only once on the same motion unless permitted by the chairman of the meeting to speak more than once. The mover of a motion shall be entitled to reply to any point made. The mover may only answer points made by other Members of Council and may not make additional points.
- 20 A Member of Council may at any time move an amendment to a motion. Any such motion to amend shall be put in writing if required by the chairman of the meeting as if an original motion. Any number of motions to amend may be considered in relation to any motion. If any motion to amend is voted upon and carried, it shall form the motion to be considered by the meeting. Motions to amend this motion may then be considered as if it were the original motion. The mover of a motion to amend which is carried shall be entitled to reply to points made in relation to the motion.
- 21 Council may by vote resolve itself into a committee of the whole Council, and whilst in committee, there shall be no restriction as to the number of times a Member of Council may speak on a motion.

Voting

- 22 All questions shall be determined by a show of hands, unless either: (a) a ballot; or (b) the recording of votes, is requested by any Member of Council, supported by at least 2 others. In the event of votes being recorded under (b), the names for, and against, shall be registered and entered in the minutes. In the event of there being validly supported requests for both procedures (a) and (b), the procedure to be applied shall first be determined by a ballot.
- 23 (a) Save where provided specifically to the contrary: (i) a matter shall be passed if supported by more than 50% of those Members of Council present and voting; and (ii) a Member of Council may vote only if he is present at a meeting of Council. (b) A Member of Council may appoint another Member of Council as proxy to vote on his behalf in any one or more of the following matters: (i) for the appointment of the Chairman; (ii) for elections for the National Game Representatives to the Board; (iii) for elections for the National Game Representatives to the National Game Board; and (iv) for elections for Vice-Chairmen. The form of the proxy and procedures to be employed shall be as determined by Council from time to time.
- 24 A declaration by the chairman of the meeting that a resolution has been carried or carried unanimously, or by any particular majority, or lost, or not carried by a particular majority, and an entry to that effect made in the minutes of the proceedings of the meeting, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 25 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting shall be entitled to a casting vote.

Who May Take up Business Under Notice

- 26 Except by the consent of Council, business under any notice upon the agenda shall not be proceeded with in the absence of the Member of Council in whose name it stands, unless the member has given written authority for it to be taken up by another member.

Objectionable Business

- 27 If the chairman of the meeting determines that any matter raised or motion moved to be made is of an objectionable character, the chairman of the meeting shall have the power either before or after the same is brought forward, to put it to the vote (on which no discussion shall be allowed) as to whether the same shall be brought forward or not. If 75% or more of the

members present and voting decide not to allow such motion to be brought forward, then it shall be considered as disposed of for that day.

Reconsidering a Decision

- 28 A decision of Council made at a meeting of Council may be reconsidered at the meeting of Council at which it has been made if any motion to reconsider is carried by 75% or more of the members present and voting.
- 29 No decision made at a meeting of Council may be considered within a period of 12 months from the date on which it was decided unless 75% or more of Members of Council present at a subsequent meeting vote in favour of a motion to allow reconsideration.

Chairman

- 30 The Chairman is appointed pursuant and subject to the provisions set out in the Articles.

Vice-Chairmen

- 31 The National Game Representatives and the Professional Game Representatives shall each elect annually at the Summer Meeting one of their number to be a Vice-Chairman of The Association.

President, Vice-Presidents, Life Members and Life Vice-Presidents

- 32 There shall be a President who shall be appointed annually by Council at the Summer Meeting and whose position shall be honorary. The President shall neither be entitled to notice of nor to attend at nor to vote at meetings of Council.
- 33 There shall be not more than six Members of Council to serve as Vice-Presidents, who shall be elected annually by Council at the Summer Meeting. Pursuant to the Articles, any organisation who appointed that Member of Council who is elected as a Vice-President may, at any time, elect for the Vice-President to become a non-voting non-representative Member of Council, such election to be final. A non-voting, non-representative Vice-President shall be entitled to receive notice of and attend at meetings of Council but not vote at such meetings. For the avoidance of doubt, he or she shall be entitled to receive notice of and attend and vote at meetings of committees of Council if appointed to any such committees.
- 34 Pursuant to the Articles, any organisation who appointed a Member of Council who becomes a Life Member or a Life Vice-President may, at any time, elect for the Life Member or Life Vice-President to become a non-voting, non-representative Member of Council, such election to be final. For the avoidance of doubt, he or she shall be entitled to receive notice of and attend at meetings of Council but not vote at such meetings. A non-voting non-representative Life Member or a Life Vice-President shall be entitled to receive notice of and attend and vote at meetings of committees of Council if appointed to any such committees.

Honorary Vice-Presidents and Honorary Members

- 35 Council shall have the power to appoint and remove Honorary Vice-Presidents and Honorary Members. The criteria for appointment to the position of either an Honorary Vice-President or an Honorary Member shall be determined from time to time by the Council Membership Panel. Such person, if appointed, shall not be entitled to notice of nor to attend nor to vote at meetings of Council.

Age Limits

- 36 (a) No person shall be capable of being first appointed a Member of Council if at the time of appointment that person has attained the age of 70 years.
- (b) A person who was a Member of Council in or before 1990, and since 1990 has ceased at any time to be a Member of Council, may not be re-appointed as a Member of Council if he has attained the age of 75.
- (c) A Member of Council shall vacate office at midnight on the day before the next Summer Meeting after he has attained the age of 75 years (save for those who have been Members of Council continuously since 1990).

Remuneration and Expenses of Members of Council

- 37 The Members of Council may be paid (in accordance with the practice and procedures that the Board shall determine from time to time) an attendance allowance in respect of his attendance at meetings of Council, all travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of Council, or meetings of committees of Council or otherwise in connection with the discharge of their duties as Members of Council.
- 38 No Member of Council shall receive remuneration as such.

Interests

- 39 Provided that he has disclosed to the chairman of any meeting of Council or committee meeting (as applicable) the nature and extent of any interest, a Member of Council may be a party to, or otherwise interested in, any decision or arrangement which indirectly relates to that interest.
- 40 A Member of Council shall not attend or vote at a meeting of Council or of a committee of Council (or any part thereof) on any matter in which he has, directly or indirectly, a material conflicting interest or duty save where authorised by a resolution passed by the members of Council or the committee (other than the Member of Council so interested). A Member of Council shall not be counted in the quorum in relation to a resolution on which he is not entitled to vote.
- 41 If a question arises at a meeting of Council or of a committee of Council as to the right of a Member of Council to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any Member of Council other than himself shall be final and conclusive. An issue in relation to the chairman of the meeting shall be determined by the meeting itself.

Vacation of Office

- 42 The office of a Member of Council shall be vacated if:
- (a) subject to Articles 127 and 128, he ceases to hold the position or office by virtue of which he became eligible to be a Member of Council; or
 - (b) if, being a voting representative Member of Council, he is removed by notice in writing by the organisation which appointed him, save where such an organisation elects that he becomes a non-voting representative of Council pursuant to Standing Orders 33 and 34; or
 - (c) he has a bankruptcy order made against him or is declared bankrupt by any court of competent jurisdiction, or he makes any arrangement or composition with his creditors generally, or he applies for an interim order under section 253 of the Insolvency Act 1986, as amended or re-enacted from time to time, in connection with a voluntary arrangement under that Act; or
 - (d) he dies or he is, or may be, suffering from mental disorder and either:
 - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or any similar law in any jurisdiction;
 - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
 - (e) he resigns his office by notice to Council;
 - (f) he is absent for more than six consecutive months from meetings of Council without the permission of the Chairman; or
 - (g) he no longer complies with the provisions of any regulations of The Association relating to "Fit and Proper Persons" as shall be in force from time to time pursuant to paragraph J(1)(f) of the Rules; or

- (h) he is subject of a decision of The Association, UEFA or FIFA that he be suspended permanently or temporarily from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or the statutes of UEFA or FIFA (as appropriate).

Validating of Council Decisions

- 43 All acts done by a meeting of Council or of a committee shall be as valid as if every such person had been duly appointed and was qualified and had continued to be a Member of Council and had been entitled to vote notwithstanding that it afterwards be discovered that there was a defect in the appointment of any Member of Council or that any of them was disqualified from holding office, or had vacated office, or was not entitled to vote. Council and any committee may act notwithstanding any vacancy in their body.
- 44 No alteration of the Memorandum of Association or Articles and no decision of Council or the Company in general meeting shall invalidate any prior act of Council which would have been valid if that alteration had not been made or that decision or direction had not been taken. A meeting of Council at which a quorum is present may exercise all powers exercisable by Council.

Minutes

- 45 Minutes of all meetings of Council, and of all committees of Council as well as any subcommittees and commissions, shall be kept, to include the names of all present at each meeting.

Committees

- 46 Subject to Article 131, Council may delegate consideration and management of matters within its jurisdiction (as referred to in Article 130), to any committee, group or panel described in these Standing Orders.
- 47 Council shall establish the Football Regulatory Authority as a division of The Association and shall also establish the Judicial Panel and shall delegate to them such powers relating to regulatory, disciplinary and judicial matters in connection with The Association as Council shall see fit and Council shall make provisions for their terms of reference, composition and manner of operation, which shall not otherwise be subject to these Standing Orders.
- 48 The following shall be the committees of Council:
- (a) Referees Committee;
 - (b) Protocol Committee;
 - (c) Leagues Committee;
 - (d) Membership Committee;
 - (e) Sanctions and Registrations Committee;
 - (f) Alliance Committee;
 - (g) Women's Football Committee;
 - (h) Youth Committee;
 - (i) Representative Matches Committee;
 - (j) Committees Appointment Panel; and
 - (k) Council Membership Panel.
- 49 The powers and duties of the committees listed immediately in Standing Order 48 above shall be as follows:

Referees Committee

To consider all policy matters relating to the registration, control and development of refereeing.

To propose to Council amendments to the Rules and regulations in relation to referees and assistant

referees and to make decisions on matters arising out of the Rules and regulations.

To make recommendations to Council regarding the Laws of the Game of association football.

To recommend to FIFA referees and assistant referees to be placed on the "International Panel".

To be responsible for the appointment of referees and assistant referees to association football matches.

To liaise as appropriate with other bodies having responsibilities for refereeing issues.

Protocol Committee

To determine all issues relating to the privileges of Council Members, with regard but not limited to issues of protocol, travel, seating and hospitality, at matches, Council meetings including the Summer Meeting and special events such as the Buckingham Palace Garden Party, including relating to personal guests.

In each case initially to liaise with the Chairman and, subsequently if necessary, the Chief Executive, regarding the relationship between Council Members and the staff of The Association respectively.

Leagues Committee

To control and manage the National League System and to ensure that leagues within the National League System comply with the agreed regulations. To promote, assist and monitor leagues beneath the National League System as required.

To control all promotion and relegation issues relating to the movement of clubs both within the National League System and of clubs wishing to enter the National League System.

To develop and implement the "National Ground Grading" document and to liaise with such committees as when necessary and appropriate.

To control and manage the National League System Cup including the development of the regulations for the conduct of the competition, accepting entries, making exemptions, making the draw and to represent Council at all relevant competition matches and events and to nominate the winners of the National League System Cup to represent The Association in the UEFA Regions Cup and, jointly with the Representative Matches Committee, to offer support to the team so nominated to participate in the UEFA Regions Cup.

To appoint members to attend meetings of other working groups where appropriate.

To promote and assist veterans football.

Membership Committee

To propose to Council the criteria for the grant of status as a Full Member Club and Associate Member Club.

To consider the privileges attaching to such status.

To consider applications for Full Member Club and Associate Member Club membership and matters relating to any such membership, and to report on the same to Council.

To approve the transfer, supervision and removal in respect of Full Member Club and Associate Member Club membership and report the same to Council.

Sanctions and Registrations Committee

To consider all policy matters relating to the sanction of competitions and matches in England and overseas and to propose to Council any amendments to the Rules and regulations in relation to such issues.

To make decisions on matters arising out of the Rules and regulations, including to consider and where appropriate approve requests for sanction of competitions and matches, including competitions and matches staged in England involving foreign clubs and matches and competitions abroad involving clubs from England.

To consider all matters relating to the boundaries of jurisdiction of County Associations and Other Football Associations and recommend to Council as appropriate.

To consider all policy matters relating to the status and registration of players.

To consider all policy matters relating to agents for clubs and players.

To propose to Council amendments to the Rules and regulations in relation to player registrations and agents.

To act as the relevant committee for the purposes of the Rules and the determination of any issues arising relating to illegal approaches to players, transfer tribunals, disputes relating to players' registrations and contracts.

Alliance Committee

To advise on matters of common interest to The Football Conference, The Northern Premier League, The Isthmian League and The Southern Football League in relation to their participation in steps 1 to 4 (inclusive) of the National League System.

The Alliance Committee shall not have any power in relation to those matters which are under the remit of the Leagues Committee and any other committee of Council established from time to time; however it shall be able to act in an advisory capacity in relation to such matters.

Women's Football Committee

To consider all policy matters relating specifically to the development of women's football.

To represent Council at all girls' and women's international representative team matches.

To control and manage the "Women's Challenge Cup Competition", the "Women's Premier League" and the "Women's Premier League Cup", and to represent Council at all relevant competition matches and events.

To propose to Council amendments to the regulations for the conduct of the women's competitions and generally on rules and regulations in relation to girls' and women's football.

To make decisions on matters arising out of the women's competitions and the regulations, including accepting entries, making exemptions and making the draw.

Youth Committee

To control and manage the "Youth and County Youth Cup Competitions".

To propose to Council amendments to the regulations for the conduct of the competition.

To make decisions on matters arising out of the competition and the regulations, including accepting entries, making exemptions and making the draw.

To represent Council at all relevant competition matches and events.

To represent Council at all boys' international team matches involving teams at Under 16, Under 17 and Under 18 levels.

To implement and manage The Association's policy in relation to mini-soccer.

To implement and manage The Association's policy in relation to child protection policies and initiatives.

Representative Matches Committee

To represent the Council at all men's 11-a-side representative matches involving players outside the FA Premier and Football Leagues and to manage the development of representative England/FA Football.

Committees Appointment Panel

To appoint the members to each group, panel or committee of Council save for the Committees Appointment Panel which shall be appointed by Council, subject to the relevant provisions in Standing Order 54.

To appoint Members of Council to the Football Regulatory Authority and the Judicial Panel, where appropriate.

Council Membership Panel

To consider and approve proposals in respect of amendments to, and applications for, membership to Council.

To agree and set criteria for the positions of Honorary Vice-Presidents and Honorary Members.

- 50 Each committee shall appoint a chairman and a vice-chairman of each committee who shall be elected by ballot and shall each serve for a term of one year.
- 51 Candidates for the post of chairman and vice-chairman of the committees shall be proposed and seconded at the first meeting of the committee following the Summer Meeting, at which the sitting committee chairman and vice-chairman shall retire. If only one candidate is proposed, he shall be deemed to be elected. Where there are two or more candidates, there shall be an election by ballot. All members of the committee shall be entitled to vote. A candidate shall be elected if he receives more than 50% of the votes cast in the ballot. Where no candidate has more than 50% of the votes cast, a further ballot or ballots shall be made until a candidate receives more than 50% of the votes cast. Any member of the committee may be proposed as a candidate for each ballot, save as set out below. Where a chairman or vice-chairman vacates office other than at the expiry of term of office, a replacement shall be elected at the next meeting of the committee. A candidate for the office of chairman of a committee who has been chairman for the previous two years shall not be elected unless he receives two-thirds or more of the votes. No person may act as chairman of more than one committee.
- 52 Subject to final approval from the Committees Appointment Panel, the Board shall have power to co-opt on to committees not more than four persons, who because of their particular knowledge and experience can make a valuable contribution. The maximum consecutive period of any co-opted member shall not exceed three years.
- 53 The quorum for committee meetings shall be three members.
- 54 Committees shall be appointed for a term of one year. Other than the Committees Appointment Panel, the membership of any committee shall be determined by Committees Appointment Panel, who may at any time amend the membership of such a committee where it considers it appropriate. At the very least, the Committees Appointment Panel shall comprise the Chairman, any two of the Life Vice-Presidents and the Vice-Presidents, any two of the National Game Representatives, any two of the Professional Game Representatives and two others. There shall be no minimum or maximum number of committees upon which a Member of Council may serve and a committee member need not be a Member of Council. The Committees Appointment Panel shall have regard, as their sole principle in considering the appointment of committees, to an individual's talents and expertise and the contribution therefore that an individual may make to a particular committee.
The Chairman and the Chief Executive shall be entitled to receive notice of and attend at all committee meetings but shall have no vote.
- 55 Each committee shall have a secretary appointed as such by the Chief Executive who shall be an employee of The Association. A meeting of any committee shall be convened by the secretary giving notice to the members of such committee.
- 56 A member of a committee may only participate in a meeting of that committee if present at a meeting either in person or by telephonic communication or some other communication equipment, so that he can speak to each of the others, and to be heard by each of the others simultaneously. Such a meeting shall be deemed to take place where the chairman of the meeting then is.
- 57 In the event that a committee meeting is or becomes temporarily inquorate the chairman of the committee meeting, who is shall be entitled at his discretion to adjourn the commencement or conduct of the committee meeting for a period of up to 30 minutes, and to commence or recommence the meeting when a quorum has been achieved. If a quorum is not achieved, or cannot be sustained the chairman of the committee shall declare the committee meeting at an end.
A quorum will be deemed to be present even if a member or members of the committee is or are obliged to retire temporarily from the committee meeting for any reason and provided that at least three members remain, the committee shall conduct the business in question.
- 58 In the absence of the chairman of the committee from any committee meeting, the vice-chairman shall chair a committee meeting and if neither is present then the members present

shall nominate one of their number to act as chairman for the purposes of that committee meeting.

- 59 In exceptional circumstances, the chairman of a committee may ask each member of a committee to make a decision in writing on a specific matter. In such exceptional circumstances, a meeting shall not be required. A decision in writing signed by more than 50% of the members of a committee entitled to receive notice of a meeting of that committee shall be as valid and effectual as if it had been passed at a meeting of the committee duly convened and held, and may consist of several documents in the like form each signed by one or more member or members of the committee, provided that such will be effective only if it can be demonstrated that every member of the committee received notice of the proposed matter. Any such decision shall be minuted as a written decision of the committee and shall be signed by the chairman of the committee meeting.
- 60 Subject to any relevant provision in the Articles, Rules or these Standing Orders to the contrary, a committee or any panel, any division or any board or any sub-committee or any commission of Council may adopt such procedures for the consideration of a matter as it considers appropriate. The chairman of a meeting shall be responsible for all matters of procedure relating to such meeting and his decision on such matters will be final and binding. Each member of a committee shall have one vote and the chairman of the committee meeting shall, in the event of a tie, have a casting vote.

Minutes

- 61 All resolutions and proceedings of committees in meetings or otherwise, and the names of those present at any meeting, shall be minuted and be submitted to Council and shall be subject to the approval of Council (save where expressly stated in the Rules or Standing Orders to the contrary).
- 62 The minutes of a meeting of a committee if signed by the chairman of such meeting or by the chairman of the next succeeding meeting, shall be conclusive evidence of the matters stated in such minutes.
- 63 The minutes of all committee meetings shall be printed and a copy sent with the notice calling the next meeting of Council.

Standing Orders (Interpretation and Amendment)

- 64 In these Standing Orders, and unless otherwise expressed, defined terms shall have the same meanings as set out in the Articles and in the event of any conflict between these Standing Orders and the Articles, the provisions of the Articles shall prevail.
- 65 Subject to the powers given to Council in the Articles, these Standing Orders shall be as recommended by Council from time to time. Proposals to amend the Standing Orders may only be made by the Board or Council.

Divisions

- 66 In May each year, the Secretary shall send a form of nomination with a list of all the Divisions and the Full Member Clubs comprising them to each Full Member Club. The form shall invite nomination of candidates. To be valid, such form must be duly completed and returned to the Secretary within 14 days of the date that the Secretary sent such form out (such form may be returned by post or fax).
- 67 A candidate for election as a relevant Divisional Representative shall be a member of a Full Member Club within the relevant Division. A candidate must be nominated by three Full Member Clubs in the Division. Such nomination shall be signed by the chairman, chief executive officer or secretary for and on behalf of the Full Member Club. If in any Division no candidate is nominated, the Secretary shall report the circumstances to Council who may fill the vacancy or act in such other manner as it considers appropriate.
- 68 If only one candidate is nominated for a Division, the Secretary shall declare the candidate elected. If more than one candidate is nominated for any Division the Secretary shall forthwith, after the time fixed for the close of nominations to be a Divisional Representative, send a list of

the candidates nominated and a form of voting paper to each Full Member Club in every such Division, and such voting paper shall be duly completed and returned to the Secretary not later than seven days after the date upon which the same is sent by the Secretary (such voting paper may be returned by fax or post).

- 69 Where there are two candidates for any Division, the candidate receiving the greater number of votes shall be declared duly elected. If there is a tie, a further election shall be held and if there is still a tie, election shall be by the drawing of lots. Where there are more than two candidates for any Division, unless one candidate has more than 50% of the votes cast in the Division, the candidate receiving the least number of votes shall withdraw. In the event that there is more than one candidate who receives the lowest number of votes, there shall be a ballot to determine who should withdraw and a further ballot or ballots be taken until a candidate is elected in accordance with these Standing Orders.

Transitional Provisions

- 70 The foregoing Standing Orders are to be read having regard and subject to the transitional provisions set out immediately below.
- 71 Those Members of Council who are Vice-Presidents as at the date of adoption of these Standing Orders or who are Vice-Presidents at the date of adoption of these Standing Orders and who subsequently become Life Vice-Presidents are not subject to either Article 128 or Standing Order 33. Such persons shall continue to be able to vote in their capacities as Vice-Presidents and/or Life Vice-Presidents until they are no longer Members of Council.
- 72 Those Members of Council who are Life Members and Life Vice-Presidents who hold such positions as at the date of adoption of these Standing Orders or who are Life Members at the date of adoption of these Standing Orders and who subsequently become Life Vice-Presidents shall not be subject to either Article 127 or Standing Order 34. Such persons shall continue to be able to vote in their capacities as Life Members and/or Life Vice-Presidents until they are no longer Members of Council.

NOTES

NOTES

THE PROFESSIONAL GAME BOARD

A Committee of the Board of Directors of The Football Association
(UK Registered Number: 00077797)

25 Soho Square, London W1D 4FA

TERMS OF REFERENCE FOR THE OPERATION OF THE THE PROFESSIONAL GAME BOARD

1 INTRODUCTION

- 1.1 Pursuant to the Articles of Association (the "**Articles**") of The Football Association ("**The Association**"), the Board of Directors of The Association (the "**FA Board**") has resolved to establish a committee of the FA Board to be known as the Professional Game Board (the "**PGB**") which will perform on behalf of the FA Board certain delegated functions in relation to the Professional Game in accordance with the Laws of the Game (each as defined in the Articles) as they affect those football clubs who play from time to time in The FA Premier League and The Football League (each as defined in the Articles) ("**Clubs**"). The FA Board has, with the authority of the Articles, provided for the due discharge by the PGB of the functions referred to above, in accordance with these terms of reference ("**Terms**").
- 1.2 Unless otherwise defined in these Terms, words and expressions shall have the same meaning as set out in the Articles, as amended from time to time.

2 DEFINITIONS

In these Terms:

"**Budget**" means the operating budget for The Association, together with any forecasts, as approved by the FA Board from time to time;

"**Committee Members**" means those persons appointed from time to time to the PGB in accordance with Clause 4.1;

"**Committee Secretary**" means the Professional Game General Manager, or any person on his behalf appointed by the PGB from time to time to act as the secretary of the PGB;

"**Effective Date**" means 29th May 2007;

"**FAPL Committee Members**" means those persons appointed in accordance with Clause 4.1.1;

"**FL Committee Members**" means those persons appointed in accordance with Clause 4.1.2;

"**PGB Chairman**" means the chairman of the PGB, as appointed from time to time in accordance with Clause 8;

"**PGB Deputy Chairman**" means the deputy chairman of the PGB, as appointed from time to time in accordance with Clause 8;

"**Professional Game Distributions**" means that part of the Distributable Surplus that shall have been allocated by the FA Board as distributions to the Professional Game, in accordance with the Funding Formula; and

"**Professional Game General Manager**" means an executive engaged by The Association and appointed by the FA Board, with the approval of the PGB, to act as a dedicated senior officer of the PGB.

3 ESTABLISHMENT AND PURPOSE

- 3.1 The PGB is established as a committee of the FA Board and the FA Board has delegated to

the PGB power to undertake the following functions, subject always to Clause 4.3 of these Terms:

- 3.1.1 in relation to The Football Association Challenge Cup, ("**The FA Cup**") and The FA Community Shield ("**The Community Shield**"), administering the FA Board's policy on or deciding on (i) all administrative and operational issues relating to the FA Board's policy for both competitions for which approval is required by, or on behalf of, the Chief Executive, and (ii) the level of and conditions for distributions to Clubs from the First Round proper onwards by way of prize funds from The FA Cup, draws and representative roles at The FA Cup and Community Shield matches, and insofar as it is not a matter for the FRA or the Judicial Panel, the convening of disciplinary commissions to consider breaches of the rules and regulations of The FA Cup and Community Shield including making decisions arising out of the competition and the Regulations, accepting entries and making exemptions from the First Round proper onwards in relation to The FA Cup PROVIDED ALWAYS THAT the FA Board shall retain and reserve the responsibility for determining all commercial issues (including the sale and exploitation of sponsorship, broadcasting and licensing rights) and any decisions relating to the structure, format, and regulation of The FA Cup and the Community Shield and, insofar as it is not a matter for Council, drafting of rules and regulations of The FA Cup and Community Shield, and such matters shall not be delegated to the PGB;
- 3.1.2 in relation to all England youth and mens' representative teams ("**England Teams**"), administering the FA Board's policy on all administrative and operational issues for which approval is required by, or on behalf of, the Chief Executive, including, but without limitation, the approval of protocol for the call up and selection of players, the levels and terms of insurance of players and in respect of the England mens' representative under 19, under 21 and senior teams, the representative and ambassadorial roles at, their matches, PROVIDED ALWAYS THAT the FA Board shall retain and reserve the responsibility for determining all commercial issues relating to all England Teams (including the sale and exploitation of sponsorship, broadcasting and licensing rights, and any conditions for the staging of matches) and the decision on the appointment of the head coach and all senior coaching and support staff, including medical staff, and such matters shall not be delegated to the PGB;
- 3.1.3 deciding on the allocation and disbursement of the Professional Game Distributions and the implementation and monitoring on behalf of the FA Board of any conditions attached by the FA Board to the Professional Game Distributions;
- 3.1.4 liaising and consulting with and making recommendations to the FA Board on any matters relating to the Professional Game debated by the FA Board where the FA Board has asked for advice on behalf of the Professional Game;
- 3.1.5 liaising and consulting with and advising the FA Board on its consideration from time to time of the Budget in accordance with the Funding Formula, to the extent that the same affects the Professional Game Distributions;
- 3.1.6 making recommendations and decisions relating to medical, sports science and nutrition and fitness issues as the same affect or impact upon the Professional Game;
- 3.1.7 making recommendations to the FA Board of the annual fixture schedule as the same relates to the Professional Game, including the approval of the scheduling of Senior Representative Teams fixtures and venue selection, and liaising with FIFA and UEFA regarding the same to the extent that such liaison is required, PROVIDED ALWAYS THAT the final decision on the annual fixture schedule shall remain with and be reserved to the FA Board;

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- 3.1.8 making recommendations to the FA Board on the policy that the FA Board shall adopt in relation to FIFA, UEFA, other football associations' and confederations' policies and having discussions as the same may affect or impact upon the Professional Game, and making recommendations to the FA Board on the persons that the FA Board shall appoint or propose to committees and panels of FIFA and UEFA which affect or impact upon the Professional Game;
 - 3.1.9 approving, where required, on behalf of the FA Board, policies and reports relating to the Professional Game adopted by The Association with the Independent Football Commission, and supporters representatives relating to customer issues in the Professional Game, and receiving reports and making recommendations to the FA Board and/or the Football Regulatory Authority of The Association from the periodic meetings of the "Six Secretaries";
 - 3.1.10 implementing and monitoring policies set by the FA Board relating to the development of players, and coaches in the Professional Game, and any initiatives designed to approve and promote standards in relation to the same, including policy matters and initiatives relating to football played by children under 18 within the Professional Game, together with the disbursement of funds allocated by the FA Board to such issues;
 - 3.1.11 liaising on matters of policy with any committees or other relevant bodies established in connection with refereeing, equality, child protection or any other issues, insofar as they affect the Professional Game;
 - 3.1.12 appointing individuals (including, as appropriate, National Game Representatives in numbers at least no less than as at the Effective Date) to, delegating the appropriate power to and operating the following sub-committees and other bodies;
 - (i) the Technical Control Board;
 - (ii) the FA Cup Committee; and
 - (iii) the International Committee;
 - 3.1.13 appointing, where appropriate, Professional Game Representatives to the Football Regulatory Authority;
 - 3.1.14 determining applications for UEFA Club Licences in accordance with the terms of the UEFA-accredited Club Licensing Manual, devising and amending the UEFA Club Licensing Manual and otherwise fulfilling all aspects of the UEFA Club Licensing regime on behalf of the FA Board; and
 - 3.1.15 such other responsibilities and activities as the FA Board may from time to time decide.
- 3.2 The Association will disband its existing committees and bodies which, prior to the Effective Date, have the same functions as those listed in Clause 3.1.12 (if any), and as at the Effective Date, their respective functions will be transferred to the PGB and its sub-committees, as appropriate.

4 MEMBERSHIP

- 4.1 Subject to Clauses 5 and 6 below, the Committee Members of the PGB shall comprise:
- 4.1.1 four (4) FAPL Committee Members, who shall be appointed in writing by The FA Premier League to the FA Board from time to time. A FAPL Committee Member may be a person who is: (i) a director or officer of a football club in membership of The FA Premier League; (ii) a Professional Game Representative; or (iii) the chairman, Chief Executive officer or other officer of The FA Premier League, PROVIDED ALWAYS THAT at least two FAPL Committee Members are Professional Game Representatives; and
 - 4.1.2 four (4) FL Committee Members, who shall be appointed in writing by The Football League to the FA Board from time to time. A FL Committee Member may

be a person who is: (i) a director or officer of a football club in membership of The Football League; (ii) a Professional Game Representative; or (iii) the chairman, Chief Executive officer or other officer of The Football League, PROVIDED ALWAYS THAT at least two FL Committee Members are Professional Game Representatives.

- 4.2 The following shall be entitled to receive notice of, attend and speak at meetings of the PGB but shall not be entitled to vote on any matters at meetings of the PGB:
- 4.2.1 the Chairman of The Association;
 - 4.2.2 the Chief Executive of The Association;
 - 4.2.3 the senior financial officer of The Association;
 - 4.2.4 the Company Secretary of The Association;
 - 4.2.5 the Professional Game General Manager;
 - 4.2.6 a representative of The Football Conference, who may be a director or officer of a football club in membership of the Football Conference, a member of the management committee of an unincorporated member of The Football Conference or the chairman, Chief Executive officer or other officer of The Football Conference; and
 - 4.2.7 the Chief Executive officer of each of The FA Premier League and The Football League (or their alternates), if neither such person is already a member of the PGB pursuant to Clauses 4.1.1 and 4.1.2.
- 4.3 Subject to Clause 9 of these Terms, the Committee Members may exercise all such powers of the PGB, and do on behalf of the PGB all such acts as may be exercised and done by the PGB, and as are not by statute or by these Terms required to be exercised or done by Council, the shareholders of The Association or the FA Board or in some other manner, PROVIDED NEVERTHELESS THAT the PGB may do nothing which contravenes or is inconsistent with: (i) any policy or decision of the FA Board; (ii) the Budget; (iii) the Funding Formula; (iv) the Professional Game Distributions (and any conditions attached by the FA Board thereto); or (v) any provision of the Memorandum of Association of The Association, the Articles, the Standing Orders, the Rules or any rules and regulations of The Association, FIFA and/or UEFA in force from time to time or any other agreement entered into by The Association with the agreement of the FA Board or under a general power delegated by the FA Board.
- 4.4 The Committee Members for the time being may act notwithstanding any vacancy in their number but, if there are fewer than the number fixed as the quorum, the continuing Committee Members or Committee Member may act only for the purpose of procuring that vacancies are filled.
- 4.5 In addition, and without prejudice to any other powers hereby or by law conferred on the PGB, the PGB may from time to time and for such period and to such extent and generally on such terms as the Committee Members shall think fit, delegate to Committee Members and/or any other employee of The Association engaged in or in connection with the management, administration, organisation and conduct of the affairs of the PGB (including, for the avoidance of doubt, the Professional Game General Manager) any powers and duties of the PGB as may be reasonable.
- 4.6 Each Committee Member may be paid an attendance allowance in respect of his attendance at meetings of the Committee Members at the level determined by the FA Board, together with reimbursement of out-of-pocket expenses.

5 APPOINTMENT AND RETIREMENT OF COMMITTEE MEMBERS

- 5.1 Subject to Clauses 5.3 and 6 below, each FAPL Committee Member shall hold office for so long as The FA Premier League wishes for that person to remain as a Committee Member of the PGB.

- 5.2 Subject to Clauses 5.3 and 6 below, each FL Committee Member shall hold office for so long as The Football League wishes for that person to remain as a Committee Member of the PGB.
- 5.3 No person may be appointed as a Committee Member:
- 5.3.1 unless he has attained the age of 18 years; or
- 5.3.2 in circumstances such that, had he already been a Committee Member, he would have been disqualified from acting under the provisions of Clause 6.

6 DISQUALIFICATION OF COMMITTEE MEMBERS

The office of a Committee Member shall be vacated if:

- 6.1 by notice in writing to the FA Board he resigns from the PGB; or
- 6.2 being a FAPL Committee Member, he is removed in writing by The FA Premier League; or
- 6.3 being a FL Committee Member, he is removed in writing by The Football League; or
- 6.4 he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- 6.5 being a director, he ceases to hold office as director of any company by reason of any order made under the Company Directors Disqualification Act 1986, as amended from time to time; or
- 6.6 he is absent from three consecutive meetings of the PGB without the consent of the PGB Chairman and the FA Board resolves that he should cease to hold office; or
- 6.7 he dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs; or
- 6.8 he no longer complies with the provisions of any regulations of The Association relating to "Fit and Proper Persons" as shall be in force from time to time pursuant to paragraph J(1)(f) of the Rules; or
- 6.9 he is subject of a decision of The Association, UEFA or FIFA that he be suspended permanently or for a specified period from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or statutes of UEFA or FIFA (as appropriate).

7 PROCEEDINGS OF THE PGB

- 7.1 The PGB may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, PROVIDED THAT such meetings are held ideally once per month and at least six times during every calendar year. Unless otherwise determined in writing by the FA Board, a minimum of four Committee Members, which must comprise at least two FAPL Committee Members and at least two FL Committee Members, shall be a quorum. Questions arising at any meeting shall be decided by simple majority and in cases of equality of votes, the chairman of the meeting shall not have a second or casting vote.
- 7.2 The PGB Chairman or two Committee Members may, and on the written request of the PGB Chairman or such Committee Members, the Committee Secretary shall, at any time, summon a meeting of the PGB by written notice served upon all Committee Members.
- 7.3 A meeting of the PGB at which a quorum is present shall be competent to exercise all the authorities, powers and discretions for the time being vested in the PGB generally under these Terms.
- 7.4 The PGB may delegate any of its powers to committees consisting of such Committee Members or employees of The Association or others as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the PGB. The meetings and proceedings of any such committee shall be governed by regulations made by the PGB (if any).
- 7.5 All acts bona fide done by any meeting of the PGB or of any committee of the PGB, or by any person acting as a member of the PGB or committee thereof shall, notwithstanding it be

afterwards discovered that there was some defect in the appointment or continuance in office of any such person or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Committee Member or member of the committee as the case may be.

- 7.6 All or any of the Committee Members or of the members of any committee of the PGB may participate in a meeting of the PGB or that committee by means of a conference telephone or any communication equipment which allows all persons participating in the meeting to hear each other. A person so participating shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly. Such a meeting shall be deemed to take place where the largest group of those participating is assembled, or, if there is no such group, where the chairman of the meeting then is.
- 7.7 The PGB shall cause proper minutes to be made of all appointments made by them and of the proceedings of all meetings of the PGB and of committees of the PGB, and all business transacted at such meetings, which minutes shall be made available to the FA Board and any such minutes of any meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated. The PGB shall make available to Council the minutes of any such meetings which shall inform Council of the matters deliberated at any such meetings and any decisions taken, but the PGB Chairman shall be able to determine if any matters need not be summarised to Council due to confidentiality, commercial sensitivity or by reason of law or statute.
- 7.8 A resolution in writing signed by all the Committee Members or by all the members for the time being of any committee of the PGB who are entitled to receive notice of a meeting of the PGB or of such committee shall be as valid and effectual as if it had been passed at a meeting of the PGB or of such committee duly convened and constituted, as the case may be. Any such written instrument may be in several parts each signed by one or more Committee Members or members of the committee as the case may be.

8 PGB CHAIRMAN AND PGB DEPUTY CHAIRMAN

- 8.1 The first PGB Chairman shall be appointed by and from among the Committee Members for a term of one year and the first PGB Deputy Chairman shall also be appointed by and from among the Committee Members for a term of one year. If the first PGB Chairman is a FL Committee Member, the first PGB Deputy Chairman shall be a FAPL Committee Member and vice versa.
- 8.2 Thereafter, the position of the PGB Chairman shall rotate on an annual basis so that if the retiring PGB Chairman was a FL Committee Member, the next PGB Chairman (who shall hold the office for a term of one year) shall be appointed by and from among any of the FAPL Committee Members and vice versa. The position of the PGB Deputy Chairman shall also rotate on an annual basis so that if the retiring PGB Deputy Chairman was a FAPL Committee Member, the next PGB Deputy Chairman (who shall hold the office for a term of one year) shall be appointed by and from among any of the FL Committee Members and vice versa.
- 8.3 The Committee Members may at any other time appoint a person to be the PGB Chairman in order to fill a vacancy arising mid-term, PROVIDED THAT if the vacating PGB Chairman was a FAPL Committee Member, his replacement shall be a FAPL Committee Member and if the vacating PGB Chairman was a FL Committee Member, his replacement shall be a FL Committee Member. Likewise, the Committee Members may at any other time appoint a person to be the PGB Deputy Chairman in order to fill a vacancy arising mid-term, PROVIDED THAT if the vacating PGB Deputy Chairman was a FAPL Committee Member, his replacement shall be a FAPL Committee Member and if the vacating PGB Deputy Chairman was a FL Committee Member, his replacement shall be a FL Committee Member. Any such PGB Chairman or PGB Deputy Chairman appointed in accordance with this Clause 8.3 is to retire at the time the vacating PGB Chairman or PGB Deputy Chairman, as the case may be, would otherwise have retired.

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- 8.4 The entirety of Clauses 8.1 to 8.3 are subject to Clause 8.5 below.
- 8.5 Each of the PGB Chairman and PGB Deputy Chairman shall cease to hold such appointment forthwith upon ceasing to be a Committee Member.
- 8.6 The PGB Chairman shall preside as chairman at all meetings of the PGB at which he shall be present, but if he is not present within fifteen minutes after the time appointed for holding a meeting or is unwilling to preside, the PGB Deputy Chairman shall preside, and if he is not present at that time or is unwilling to preside, those Committee Members present shall choose one of the other Committee Members to preside at that meeting.

9 RESTRICTIONS

The PGB will not authorise or commit The Association to expenditure in excess of the Professional Game Distributions nor borrow from any source, nor pledge nor grant any security or right over any of the assets of The Association to any third party, without the prior written consent of the FA Board.

10 AMENDMENT

These Terms shall not be amended in any way save with the prior written agreement of the FA Board. Any amendment made pursuant to this Clause 10 shall be binding on the Committee Members, all employees of The Association, all members of any sub-committees of the PGB and any others acting in any capacity for the PGB whatsoever, with immediate effect.

THE NATIONAL GAME BOARD

A Committee of the Board of Directors of The Football Association
(UK Registered Number: 00077797)

25 Soho Square, London W1D 4FA

TERMS OF REFERENCE FOR THE OPERATION OF THE THE NATIONAL GAME BOARD

1 INTRODUCTION

- 1.1 Pursuant to the Articles of Association (the "Articles") of The Football Association ("The Association"), the Board of Directors of The Association (the "FA Board") has resolved to establish a committee of the FA Board to be known as the National Game Board (the "NGB") which will perform on behalf of the FA Board certain delegated functions in relation to the National Game in accordance with the Laws of the Game (each as defined in the Articles). The FA Board has, with the authority of the Articles provided for the due discharge by the NGB of the functions referred to above, in accordance with these terms of reference ("Terms").
- 1.2 Unless otherwise defined in these Terms, words and expressions shall have the same meaning as set out in the Articles, as amended from time to time.

2 DEFINITIONS

In these Terms:

"Budget" means the operating budget for The Association, together with any forecasts, as approved by the FA Board from time to time;

"Committee Members" means those persons appointed or elected from time to time to the NGB in accordance with Clause 4.1;

"Committee Secretary" means the National Game General Manager, or any person on his behalf appointed by the NGB from time to time to act as the secretary of the NGB;

"Competitions Committees Member" means any person appointed as a representative of the committees representing the Competitions known as "The FA Trophy", "The FA Vase", and "The FA Sunday Cup" in accordance with Clause 4.1.2;

"Council Committee Members" means those persons who are elected in accordance with Clause 4.1.4;

"Effective Date" means [29th May 2007];

"NG Board Committee Members" means those persons appointed in accordance with Clause 4.1.1;

"NGB Chairman" means the chairman of the NGB, as appointed from time to time in accordance with Clause 7;

"NGB Deputy Chairman" means the deputy chairman of the NGB, as appointed from time to time in accordance with Clause 7;

"National Game Distributions" means that part of Distributable Surplus that shall have been allocated by the FA Board as distributions to the National Game, in accordance with the Funding Formula;

"National Game General Manager" means an executive officer engaged by The Association and appointed by the FA Board, with the approval of the NGB, to act as a dedicated senior officer of the NGB; and

"Schools' Committee Member" means any person appointed in accordance with Clause 4.1.3.

3 ESTABLISHMENT AND PURPOSE

- 3.1 The NGB is established as a committee of the FA Board and the FA Board delegates to the NGB power to undertake the following functions, subject always to Clause 4.3 of these Terms:
- 3.1.1 making recommendations to, and implementing and monitoring policies set by, the FA Board, in relation to the promotion and raising of standards of participation in all forms of association football at all levels within the National Game, including, but without limitation, men's football at 11-a side levels, small-sided football, futsal, youth football, schools football and disability football;
 - 3.1.2 making recommendations to, and implementing and monitoring policies set by, the FA Board, in relation to the raising of standards in the way that the game of association football is administered, governed and organised in the National Game, by leagues, County Associations and Other Football Associations;
 - 3.1.3 making decisions on the allocation and disbursement of the National Game Distributions and the implementing and monitoring on behalf of the FA Board of any conditions attached by the FA Board to the National Game Distributions;
 - 3.1.4 liaising and consulting with the FA Board in its consideration from time to time of the Budget in accordance with the Funding Formula, to the extent that the same affects the National Game Distributions;
 - 3.1.5 making recommendations to the FA Board of the annual fixture schedule as the same relates to the National Game, PROVIDED ALWAYS THAT the final decision on the annual fixture schedule shall remain with and be reserved to the FA Board;
 - 3.1.6 making recommendations to the FA Board on the policy that the FA Board shall adopt in relation to FIFA, UEFA, other football associations' and confederations' policies and having discussions as the same may affect or impact upon the National Game, and making recommendations to the FA Board on the persons that the FA Board shall appoint or propose to committees and panels of FIFA and UEFA which affect or impact upon the National Game;
 - 3.1.7 implementing and monitoring policies set by the FA Board relating to the development of players, and coaches in the National Game including the disbursement of funds allocated by the FA Board to such issues;
 - 3.1.8 liaising on matters of policy with any committees or other relevant bodies established in connection with refereeing, equality, child protection or any other issues insofar as they affect the National Game;
 - 3.1.9 liaising and consulting with and making recommendations to the FA Board or any matters relating to the National Game debated by the FA Board where the FA Board has asked for advice on behalf of the National Game;
 - 3.1.10 appointing members of and delegating the appropriate power to, and operating the following sub-committees and other bodies;
 - (i) the National Game Finance Committee;
 - (ii) the Football Development Committee;
 - (iii) the Small-Sided Football Committee;
 - (iv) the County Planning, Training and Administration Committee;
 - (v) the FA Trophy Committee;
 - (vi) the FA Vase Committee;
 - (vii) the FA Sunday Cup Committee; and
 - (viii) the Pitches and Facilities Committee;

- 3.1.11 appointing, where appropriate, National Game Representatives to the Football Regulatory Authority; and
 - 3.1.12 such other responsibilities and activities as the FA Board may from time to time decide.
- 3.2 The Association will disband its existing committees and bodies which, prior to the Effective Date, have the same functions as those listed in Clause 3.1.10 (if any), and as at the Effective Date, their respective functions will be transferred to the NGB and its sub-committees, as appropriate.

4 MANAGEMENT

- 4.1 Subject to Clause 5 below, the Committee Members of the NGB shall comprise:
- 4.1.1 the NG Board Committee Members, who are the National Game Representatives elected to the FA Board from time to time in accordance with the Articles;
 - 4.1.2 the Competitions Committees Member, who is appointed in writing by the FA Trophy Committee, the FA Vase Committee and the FA Sunday Cup Committee, when and if so established by the NGB (the "FA Competition Committees"), acting jointly for the purpose of making such appointment. Where they are unable to agree, the FA Board shall determine who shall act as the Competitions Committee Member;
 - 4.1.3 the Schools' Committee Member, who is appointed in writing by both The English Schools' Football Association and The Independent Schools' Football Association from time to time, acting jointly for the purpose of making such appointment. Where they are unable to agree, the FA Board shall determine who shall act as the Schools' Committee Member; and
 - 4.1.4 eight (8) Council Committee Members, who are elected by Council from the National Game Representatives from time to time in accordance with the Articles.
- 4.2 The following shall be entitled to receive notice of, attend and speak at meetings of the NGB but shall not be entitled to vote on any matters at such meetings:
- 4.2.1 the Chairman of The Association;
 - 4.2.2 the Chief Executive of The Association;
 - 4.2.3 the senior financial officer of The Association;
 - 4.2.4 the Company Secretary of The Association; and
 - 4.2.5 the National Game General Manager.
- 4.3 Subject to Clause 8 of these Terms, the Committee Members may exercise all such powers of the NGB, and do on behalf of the NGB all such acts as may be exercised and done by the NGB, and as are not by statute or by the FA Board or these Terms required to be exercised or done by Council, the shareholders of The Association or the FA Board or in some other manner, PROVIDED NEVERTHELESS THAT the NGB may do nothing which contravenes or is inconsistent with: (i) any policy or decision of the FA Board; (ii) the Budget; (iii) the Funding Formula; (iv) the National Game Distributions (and any conditions attached by the FA Board thereto); or (v) any provision of the Memorandum of Association of The Association, the Articles, the Standing Orders, the Rules or any other rules and regulations of The Association, FIFA and/or UEFA in force from time to time or any other agreement entered into by The Association with the agreement of the FA Board or under a general power delegated by the FA Board.
- 4.4 The Committee Members for the time being may act notwithstanding any vacancy in their number but, if there are fewer than the number fixed as the quorum, the continuing Committee Members or Committee Member may act only for the purpose of procuring that vacancies are filled.
- 4.5 In addition, and without prejudice to any other powers hereby or by law conferred on the NGB, the NGB may from time to time and for such period and to such extent and generally

on such terms as the Committee Members shall think fit, delegate to any Committee Member or Committee Members and/or any other employee of The Association engaged in or in connection with the management, administration, organisation and conduct of the affairs of the NGB, (including, for the avoidance of doubt, the National Game General Manager) any powers and duties of the NGB as may be reasonable.

- 4.6 Each Committee Member may be paid an attendance allowance in respect of his attendance at meetings of the Committee Members at the level determined by the FA Board, together with reimbursement of out-of-pocket expenses.

5 APPOINTMENT, RETIREMENT, DISQUALIFICATION AND REMOVAL OF COMMITTEE MEMBERS

- 5.1 Subject to Clauses 5.2 and 5.3, the terms of office of each of the Committee Members is as follows:
- 5.1.1 NG Board Committee Members shall each hold office for so long as they are elected to the FA Board;
 - 5.1.2 the terms of office of the Council Committee Members are as set out in the Articles. For the avoidance of doubt, as on the Effective Date, the terms of office of each of the Council Committee Members shall continue as they were prior to the Effective Date and shall not be considered interrupted for the purposes of determining who is due to retire and when;
 - 5.1.3 the Schools' Committee Member shall hold office for so long as the English Schools' Football Association and the Independent Schools' Football Association acting jointly decide. Where there is no agreement, the FA Board shall determine when such person is to retire; and
 - 5.1.4 the Competition Committee Member shall hold office for so long as the FA Competition Committees acting jointly decide. Where there is no agreement, the FA Board shall determine when such person is to retire.
- 5.2 Any provisions relating to the appointment and retirement of a Committee Member are as set out in the Articles PROVIDED THAT no person is appointed as a Committee Member:
- 5.2.1 unless he has attained the age of 18 years; or
 - 5.2.2 in circumstances such that, had he already been a Committee Member, he would have been disqualified from acting under the provisions of Clause 5.3.
- 5.3 Any provisions relating to the disqualification and removal of a Committee Member shall be as set out in the Articles and furthermore, the office of a Committee Member shall be vacated if:
- 5.3.1 the Committee Members resolve that he shall be removed as a Committee Member; or
 - 5.3.2 by notice in writing to the FA Board, he resigns from the NGB; or
 - 5.3.3 being a NG Board Committee Member, he is removed from or vacates his office as a National Game Representative on the FA Board; or
 - 5.3.4 being a Council Committee Member, he is removed from or vacates his office as a National Game Representative; or
 - 5.3.5 being a Competitions Committees Member, he is removed in writing by a joint decision of the FA Competition Committees, or where appropriate, the FA Board; or
 - 5.3.6 being a Schools' Committee Member, he is removed in writing by a joint decision of The English Schools' Football Association and The Independent Schools' Football Association, or where appropriate, the FA Board; or
 - 5.3.7 he becomes bankrupt or makes any arrangement or composition with his creditors generally; or

- 5.3.8 being a director, he ceases to hold office as director of any company by reason of any order made under the Company Directors Disqualification Act 1986, as amended from time to time; or
- 5.3.9 he is absent from three consecutive meetings of the NGB without the consent of the NGB Chairman and the FA Board resolves that he should cease to hold office; or
- 5.3.10 he dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs; or
- 5.3.11 he no longer complies with the provisions of any regulations of The Association relating to "Fit and Proper Persons" as shall be in force from time to time pursuant to paragraph J(1)(f) of the Rules; or
- 5.3.12 he is subject of a decision of The Association, UEFA or FIFA that he be suspended permanently or for a specified period from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or statutes of UEFA or FIFA (as appropriate).

6 PROCEEDINGS OF THE NGB

- 6.1 The NGB may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, PROVIDED THAT such meetings are held ideally once per month and at least six times during every calendar year. Unless otherwise determined in writing by the FA Board, a minimum of eight Committee Members shall be a quorum, which must comprise at least two NG Board Committee Members and two Council Committee Members and either the NGB Chairman or the NGB Deputy Chairman must be present in person. Questions arising at any meeting shall be decided by a majority of votes and in cases of equality of votes, the chairman of the meeting shall have a second or casting vote.
- 6.2 On the written request of either the NGB Chairman or two Committee Members, the Committee Secretary shall, at any time, summon a meeting of the NGB by written notice served upon all Committee Members.
- 6.3 A meeting of the NGB at which a quorum is present shall be competent to exercise all the authorities, powers and discretions for the time being vested in the NGB generally under these Terms.
- 6.4 The NGB may delegate any of its powers to committees consisting of such Committee Member or Committee Members or employees of The Association or others as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the NGB. The meetings and proceedings of any such committee shall be governed by regulations made by the NGB (if any).
- 6.5 All acts bona fide done by any meeting of the NGB or of any committee of the NGB, or by any person acting as a member of the NGB or a committee thereof, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such person or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Committee Member or member of the committee as the case may be.
- 6.6 All or any of the Committee Members or of the members of any committee of the NGB may participate in a meeting of the NGB or that committee by means of a conference telephone or any communication equipment which allows all persons participating in the meeting to hear each other. A person so participating shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly. Such a meeting shall be deemed to take place where the largest group of those participating is assembled, or, if there is no such group, where the chairman of the meeting then is.
- 6.7 The NGB shall cause proper minutes to be made of all appointments made by the NGB and of the proceedings of all meetings of the NGB and of committees of the NGB, and all business transacted at such meetings, which minutes shall be made available to the FA

Board and any such minutes of any meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated. The NGB shall make available to Council the minutes of any such meetings which shall inform Council of the matters deliberated at any such meetings and any decisions taken, but the NGB Chairman shall be able to determine if any matters need not be summarised to Council due to confidentiality, commercial sensitivity or by reason of law or statute.

- 6.8 A resolution in writing signed by all the Committee Members or by all the members for the time being of any committee of the NGB who are entitled to receive notice of a meeting of the NGB or of such committee shall be as valid and effectual as if it had been passed at a meeting of the NGB or of such committee duly convened and constituted, as the case may be. Any such written instrument may be in several parts each signed by one or more Committee Members or members of the committee as the case may be.

7 NGB CHAIRMAN

- 7.1 The NGB Chairman shall be appointed by and from among the Committee Members for a term of one year. Upon expiry of his first period of office, he shall be eligible for re-appointment for further terms of one year each. For the avoidance of doubt, the entirety of this Clause 7.1 is subject to Clause 7.2 below.
- 7.2 The NGB Chairman shall cease to hold such appointment forthwith upon ceasing to be a Committee Member.
- 7.3 The Committee Members may at any other time appoint a person to be the NGB Chairman from among the Committee Members in order to fill a vacancy arising. Any such NGB Chairman appointed in accordance with this Clause 7.3 is to retire at the time the vacating NGB Chairman would otherwise have retired, subject to Clause 7.2 above.
- 7.4 The NGB Deputy Chairman shall be appointed by and from among the Committee Members for a term of one year. Upon expiry of his first period of office, he shall be eligible for re-appointment for further terms of one year each, PROVIDED THAT he shall cease to hold such appointment forthwith upon ceasing to be a Committee Member.
- 7.5 The NGB Chairman shall preside as chairman at all meetings of the Committee Members at which he shall be present, but if he is not present within fifteen minutes after the time appointed for holding a meeting or is unwilling to preside, the NGB Deputy Chairman shall preside, and if he is not present at that time or is unwilling to preside, those Committee Members present shall choose one of the other Committee Members to preside at that meeting.

8 RESTRICTIONS

The NGB will not authorise or commit The Association to expenditure in excess of the National Game Distributions, nor borrow from any source nor pledge nor grant any security or right over any of the assets of The Association to any third party, without the prior written consent of the FA Board.

9 AMENDMENT

These Terms shall not be amended in any way save with the prior written agreement of the FA Board. Any amendment made pursuant to this Clause 9 shall be binding on the Committee Members, all employees of The Association, all members of any sub-committees of the NGB and any others acting in any capacity for the NGB whatsoever, with immediate effect.

THE FOOTBALL REGULATORY AUTHORITY

A Division of The Football Association
(UK Registered Number: 77797)

25 Soho Square, London W1D 4FA

TERMS OF REFERENCE FOR THE COMPOSITION AND OPERATION OF THE FOOTBALL REGULATORY AUTHORITY

1 INTRODUCTION

- 1.1 Pursuant to the Articles of Association (the "**Articles**") and the Standing Orders (the "**Standing Orders**") of The Football Association ("**The Association**"), the Council of The Association ("**Council**") has established The Football Regulatory Authority (the "**FRA**") as a division of The Association in order to perform the regulatory, disciplinary and rule-making functions in relation to the game of association football played in England in accordance with the Laws of the Game, as defined in the Articles. Council has provided for the due discharge by the FRA of its functions as referred to above, in accordance with these terms of reference.
- 1.2 Unless otherwise defined in these terms of reference (the "**Terms**"), words and expressions shall have the same meaning as set out in the Articles or the Rules of The Association as amended from time to time.

2 DEFINITIONS

In these Terms:

"**Appeal Board**" means any appeal board drawn from the Judicial Panel;

"**Appeal Board Chairman Panel**" means the panel of individuals from whom the chair of an Appeal Board is drawn;

"**Council Commissioners**" means those Members of Council who are appointed in accordance with Clauses 4.1.1, 4.1.2, 5.1, 5.3 and 5.4;

"**CR Officer**" means the person who is employed by The Association in accordance with Clause 4.5;

"**Effective Date**" means [29th May 2007];

"**FRA Budget**" means the budget for the establishment, development and operation of the FRA, as approved by the Board from time to time;

"**FRA Chairman**" means the chairman of the FRA, as appointed by the FRA Commissioners from time to time in accordance with Clause 8;

"**FRA Commissioners**" means the Council Commissioners and the Non-Council Commissioners;

"**Judicial Panel**" means the judicial panel established by Council from time to time;

"**Non-Council Commissioners**" means those individuals who are not Members of Council and who are appointed by the Council Commissioners from time to time to be FRA Commissioners in accordance with Clauses 4.1.3, 5.2, 5.5 and 5.6; and

"**Regulatory Commission**" means any regulatory commission drawn from the Judicial Panel.

3 FRA ESTABLISHMENT AND PURPOSE

- 3.1 The FRA is established by Council as a division of The Association in order to be the regulatory, disciplinary and rule-making authority of The Association, and Council delegates

- to the FRA powers to administer and exercise on behalf of The Association the powers and functions of The Association contained in Rules E to L (inclusive) and without limitation, to undertake the following with effect from the Effective Date:
- 3.1.1 formulating, proposing amendments to and publishing the Rules or any other relevant rule or regulation of The Association and any changes to them from time to time;
 - 3.1.2 making recommendations to Council in respect of changes made to these Terms and the terms of reference of the Judicial Panel;
 - 3.1.3 monitoring compliance with and detecting breaches or possible breaches of the Rules, the Laws of the Game, the statutes and regulations of UEFA and FIFA, the rules and regulations of each Affiliated Association and Competition or any other rule or regulation of The Association, or offences or possible offences under any of them;
 - 3.1.4 being responsible for disciplinary matters as provided for in the Rules and otherwise (save for those which Council or any of its committees is empowered to decide, or which are reserved for a Regulatory Commission and/or an Appeal Board) including but not limited to taking appropriate measures to detect, inquire into, investigate and prosecute breaches or possible breaches of the Rules, the Laws of the Game, the statutes and regulations of UEFA and FIFA, the rules and regulations of each Affiliated Association and Competition or any other rule or regulation of The Association, or offences or possible offences under any of them, and taking appropriate steps to enforce, apply and operate penalties and remedies in respect of any of them;
 - 3.1.5 reviewing, considering and advising on the independence and suitability of members of the Judicial Panel, the Appeal Board Chairman Panel and those persons appointed to Regulatory Commissions and Appeal Boards;
 - 3.1.6 convening and administering as may be necessary all commissions or appeal committees of The Association pursuant to the Rules and the regulations of The Association, except any Regulatory Commissions or Appeal Boards (for which see Clause 3.1.8);
 - 3.1.7 appointing members of and delegating the appropriate power to, and co-ordinating and controlling the operation of the following sub-committees and other bodies:
 - (i) a Rules and Regulations Sub-Committee;
 - (ii) a Compliance Monitoring Group;
 - (iii) a Disciplinary Sub-Committee; and
 - (iv) a Judicial Panel Monitoring Group;
 - 3.1.8 administering, but not delegating to or being responsible for the following bodies:
 - (i) all Regulatory Commissions; and
 - (ii) all Appeals Boards; and
 - 3.1.9 such other responsibilities and activities as Council may from time to time decide.
- 3.2 The Association shall disband its existing committees and bodies, which currently have the same functions as those listed in Clause 3.1.7 (if any, and including but not limited to the full Disciplinary Committee, the Disciplinary Sub-Committee and the Rules Committee) and their respective functions will be transferred to the FRA and its corresponding sub-committees and bodies, as appropriate, with effect from the Effective Date.
- 3.3 The FRA Commissioners have the power to make any such other transitional provisions as they see fit in order to establish the FRA and to enable it to carry out its functions.

4 MANAGEMENT

- 4.1 Subject to Clauses 5 and 6 below, the FRA shall be managed by the FRA Commissioners consisting of:
- 4.1.1 up to four Council Commissioners who are National Game Representatives and who are appointed by the National Game Board ("**NG Commissioners**");
 - 4.1.2 up to four Council Commissioners who are Professional Game Representatives and who are appointed by the Professional Game Board ("**PG Commissioners**"); and
 - 4.1.3 up to four Non-Council Commissioners who are persons appointed by the Council Commissioners then in office. A person qualifies for such appointment if he is not, and has at no time in the immediately preceding three years been, a Member of Council.
- 4.2 The FRA Commissioners may exercise all such powers of the FRA, and do on behalf of the FRA all such acts as may be exercised and done by the FRA, save for those which pursuant to these Terms, statute, the Rules and the regulations of The Association are prescribed to be authorised and/or exercised by Council, the shareholders of The Association or the Board of Directors of The Association or in some other manner, and PROVIDED NEVERTHELESS THAT the FRA may do nothing which contravenes or is inconsistent with any provision of the Memorandum of Association of The Association, the Articles, the Standing Orders, the Rules or the FRA Budget.
- 4.3 The FRA Commissioners for the time being may act notwithstanding any vacancy in their number but, if there are fewer FRA Commissioners than the number fixed as the quorum, the continuing FRA Commissioners or FRA Commissioner may act only for the purpose of procuring that vacancies are filled.
- 4.4 In addition, and without prejudice to any other powers hereby or by law conferred on the FRA, the FRA Commissioners may from time to time and for such period and to such extent and generally on such terms as the FRA Commissioners shall think fit, delegate to any FRA Commissioner or FRA Commissioners and/or any other employee of The Association or other person or persons engaged in or in connection with the management, administration, organisation and conduct of the affairs of the FRA, any powers and duties of the FRA Commissioners.
- 4.5 There shall be a CR Officer who will be a full-time employee of The Association and who shall be responsible for the day to day management of the FRA on behalf of the FRA Commissioners.
- 4.6 Pursuant to the FRA Budget, each FRA Commissioner may be paid an attendance allowance in respect of his attendance at meetings of the FRA Commissioners at the level determined by the Board, together with reimbursement of reasonable out-of-pocket expenses.

5 APPOINTMENT AND RETIREMENT OF FRA COMMISSIONERS

- 5.1 Subject to Clauses 5.3, 5.4 and 6, Council Commissioners shall each hold office for a first term of three years and thereafter, subject to Clause 5.7, shall be eligible for re-appointment for further terms of three years each.
- 5.2 Subject to Clauses 5.5, 5.6 and 6, Non-Council Commissioners shall each hold office for a first term of three years and thereafter, subject to Clause 5.7, shall be eligible for re-appointment for one further term of four years only.
- 5.3 In respect of the Council Commissioners, at the first Summer Meeting of Council held after the Effective Date and at each Summer Meeting thereafter, three Council Commissioners shall retire from office. The Council Commissioners to retire by rotation shall in each case be those who have been longest in office since last appointed or re-appointed, but as between persons who became or were last re-appointed Council Commissioners on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot. The National Game Board and Professional Game Board shall fill any vacancies created at that meeting either by: (i) re-appointing the retiring NG Commissioner,

- if eligible (in the case of the National Game Board): or (ii) re-appointing the retiring PG Commissioner, if eligible (in the case of the Professional Game Board), or by appointing another National Game Representative or Professional Game Representative (as appropriate) to act as a Council Commissioner in accordance with Clauses 4.1.1 and 4.1.2.
- 5.4 The National Game Board or the Professional Game Board may at any other time appoint a National Game Representative or a Professional Game Representative respectively, to be a Council Commissioner in order to fill a vacancy arising due to early retirement, removal or otherwise in accordance with Clauses 4.1.1 and 4.1.2. Any such Council Commissioner appointed in accordance with this Clause 5.4 shall retire at the next following Summer Meeting and shall not be taken into account in determining the Council Commissioners who are to retire by rotation at that meeting. If not appointed at such Summer Meeting, he shall vacate office at the conclusion thereof. For the purposes of Clause 5.1, if he is appointed, his first term of office shall be deemed to have commenced at such Summer Meeting.
- 5.5 At the first meeting of the FRA Commissioners held as soon as practicable after the second anniversary of the Effective Date and every two years thereafter, two Non-Council Commissioners shall retire from office. The Non-Council Commissioners to retire by rotation shall in each case be those who have been longest in office since last appointment or re-appointment, but as between persons who became or were last re-appointed Non-Council Commissioners on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot. The Council Commissioners shall fill the vacancy created, either by re-appointing the retiring Non-Council Commissioner (if eligible) or by appointing another eligible person to act as a Non-Council Commissioner.
- 5.6 The Council Commissioners may at any other time appoint an eligible person to be a Non-Council Commissioner in order to fill a vacancy arising due to early retirement, removal or otherwise. Any such Non-Council Commissioner appointed in accordance with this Clause 5.6 shall retire at the time when the vacating Non-Council Commissioner would otherwise have retired and shall not be taken into account in determining the Non-Council Commissioners who are to retire by rotation but shall be eligible for further re-appointment by the Council Commissioners. For the purposes of Clause 5.2, if he is re-appointed, his first term of office shall be deemed to have commenced on the date on which he was re-appointed by the Council Commissioners pursuant to this Clause 5.6.
- 5.7 No person may be appointed as a FRA Commissioner:
- 5.7.1 unless he has attained the age of 18 years; or
 - 5.7.2 in circumstances such that, had he already been a FRA Commissioner, he would have been disqualified from acting under the provisions of Clause 6.

6 DISQUALIFICATION OF FRA COMMISSIONERS

- The office of a FRA Commissioner shall be vacated if:
- 6.1 by notice in writing to the FRA Commissioners he resigns from the FRA (but only if at least two FRA Commissioners remain in office when the notice of resignation is to take effect); or
 - 6.2 being a Council Commissioner, he ceases to be a Member of Council; or
 - 6.3 being a Non-Council Commissioner, he becomes a Member of Council; or
 - 6.4 he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - 6.5 being a director, he ceases to hold office as director of any company by reason of any order made under the Company Directors Disqualification Act 1986, as amended from time to time; or
 - 6.6 he is absent from three consecutive meetings of the FRA Commissioners without the consent of the FRA Chairman and Council resolve that he should cease to hold office; or
 - 6.7 he dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs; or

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- 6.8 he no longer complies with the provisions of any regulations of The Association relating to "Fit and Proper Persons" as shall be in force from time to time pursuant to paragraph J(1)(f) of the Rules; or
 - 6.9 he is subject of a decision of The Association, UEFA or FIFA that he be suspended permanently or for a specified period from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or statutes of UEFA or FIFA (as appropriate); or
 - 6.10 he is convicted of any criminal offence other than any minor motoring or similar offence that cannot reasonably damage the reputation of the FRA or The Association.

7 PROCEEDINGS OF THE FRA COMMISSIONERS

- 7.1 The FRA Commissioners may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, PROVIDED THAT such meetings are held at least six times during every year. Unless otherwise determined in writing by Council, six FRA Commissioners shall be a quorum, of which two shall be NG Commissioners, two shall be PG Commissioners and two shall be Non-Council Commissioners. Questions arising at any meeting shall be decided by a majority of votes and in cases of equality of votes, the chairman of the meeting shall have a second or casting vote. A meeting shall be deemed to be quorate where it would have satisfied the above requirements were it not for a Commissioner/Commissioners being ineligible to vote and/or be present due to a conflict of interest.
- 7.2 A FRA Commissioner shall disclose to the other FRA Commissioners and not vote on any matter in which he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the FRA. A FRA Commissioner shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote. A FRA Commissioner shall not be present at any part of a meeting where his appointment or ceasing to act as a FRA Commissioner is discussed and where a FRA Commissioner is a member of a Judicial Panel, he shall not present at any part of a meeting where the business of the meeting is a review of individual cases.
- 7.3 The FRA Chairman or three FRA Commissioners may at any time and on the written request of the FRA Chairman or such FRA Commissioners, the CR Officer shall, summon a meeting of the FRA Commissioners by written notice served upon all FRA Commissioners.
- 7.4 A meeting of the FRA Commissioners at which a quorum is present shall be competent to exercise all the authorities, powers and discretions for the time being vested in the FRA Commissioners generally under these Terms.
- 7.5 The FRA Commissioners may delegate any of their powers to committees consisting of such FRA Commissioner or FRA Commissioners or employees of The Association or others as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the FRA Commissioners. The meetings and proceedings of any such committee shall be governed by regulations made by the FRA Commissioners.
- 7.6 All acts bona fide done by any meeting of the FRA Commissioners or of any committee of the FRA Commissioners, or by any person acting as a committee member, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such person or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a FRA Commissioner or member of the committee as the case may be.
- 7.7 All or any of the FRA Commissioners or of the members of any committee of the FRA Commissioners may participate in a meeting of the FRA Commissioners or that committee (as the case may be) by means of a conference telephone or any communication equipment which allows all persons participating in the meeting to hear each other. A person so participating shall be deemed to be present in person at the meeting and shall be entitled

to vote or be counted in a quorum accordingly. Such a meeting shall be deemed to take place where the largest group of those participating is assembled, or, if there is no such group, where the chairman of the meeting then is.

- 7.8 The FRA Commissioners shall cause proper minutes to be made of all appointments made by them and of the proceedings of all meetings of the FRA Commissioners and of committees of the FRA Commissioners, and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
- 7.9 A resolution in writing signed by all the FRA Commissioners or by all the members for the time being of any committee of the FRA Commissioners who are entitled to receive notice of a meeting of the FRA Commissioners or of such committee shall be as valid and effectual as if it had been passed at a meeting of the FRA Commissioners or of such committee duly convened and constituted, as the case may be. Any such written instrument may be in several parts each signed by one or more FRA Commissioner(s) or member(s) of the committee as the case may be.

8 FRA CHAIRMAN

- 8.1 The FRA Chairman shall be appointed by and from among the FRA Commissioners for a term of three years unless he resigns from the chair or ceases to be a FRA Commissioner.
- 8.2 Upon the expiry of his first period of office, the FRA Chairman shall be eligible for re-appointment for one further term of three years. All appointments or re-appointments of the FRA Chairman are always subject to prior written approval of Council, not to be unreasonably withheld.
- 8.3 The FRA Commissioners may at any other time appoint one of their number to be the FRA Chairman in order to fill a vacancy arising due to early retirement, removal or otherwise, such appointment always to be subject to prior written approval of Council, not to be unreasonably withheld. Any such FRA Chairman appointed in accordance with this Clause 8.3 shall retire at the time the vacating FRA Chairman would otherwise have retired, subject to Clause 8.1 above.
- 8.4 A Deputy Chairman of the FRA shall be appointed by the FRA Commissioners from amongst the FRA Commissioners, to hold office for three years and upon expiry of such period shall be eligible for re-appointment for one further three year term, PROVIDED THAT he shall cease to hold such appointment forthwith upon ceasing to be a FRA Commissioner or he resigns from the deputy chair.
- 8.5 The FRA Chairman shall preside as chairman at all meetings of the FRA Commissioners at which he shall be present, but if he is not present within fifteen minutes after the time appointed for holding a meeting or is unwilling to preside the Deputy Chairman of the FRA appointed pursuant to Clause 8.4 shall preside, and if he is not present at that time or is unwilling to preside, those FRA Commissioners present shall choose one of the other FRA Commissioners to preside at that meeting.

9 FINANCES

- 9.1 The FRA Commissioners shall annually submit a budget to the Board for the purposes of the FRA Budget which shall (without limitation) include expenses of the Judicial Panel.
- 9.2 The FRA Commissioners shall enable The Association's finance department to keep proper books of account to enable accounts to be prepared which comply with the requirements of The Association.

10 AMENDMENT AND DISSOLUTION

- 10.1 These Terms shall not be amended in any way save with the written agreement of Council. Any amendment made pursuant to this Clause 10.1 shall be binding on the FRA Commissioners, all employees of The Association and committee members of the FRA and any others acting in any capacity for the FRA whatsoever, with immediate effect.

10.2 The Council may, at any time, dissolve or withdraw any of the powers of the FRA.

11 TRANSITIONAL PROVISIONS

11.1 Notwithstanding anything else set out in these Terms, the foregoing Clauses 2, 4.1, 5.1, 5.2, 5.3 and 7.1 are to be read having regard and subject to the provisions set out immediately below:

11.1.1 subject to Clause 11.1.4 below, for the period until the fourth Summer Meeting after the Effective Date (the **"First Term"**):

(a) two PG Commissioners are to be appointed by the Professional Game Board; and

(b) two further Members of Council are to be appointed as Council Commissioners by the Committees Appointment Panel (**"Floating Council Commissioners"**);

11.1.2 subject to Clause 11.1.4 below, during the First Term, the Committees Appointment Panel shall fill any vacancies which arise in the office of Floating Council Commissioner by either re-appointing the retiring Floating Council Commissioner (if eligible and if appropriate), or by appointing another Member of Council to be a Floating Council Commissioner (if appropriate);

11.1.3 during the First Term, unless otherwise determined in writing by Council, six FRA Commissioners shall be a quorum, of which two shall be NG Commissioners, one shall be a PG Commissioner, one shall be a Floating Council Commissioner and two shall be Non-Council Commissioners; and

11.1.4 no Floating Council Commissioner shall continue in office by virtue of appointment under this Clause 11 after the expiry of the First Term.

THE JUDICIAL PANEL

A Division of The Football Association
(UK Registered Number: 77797)

25 Soho Square, London W1D 4FA

TERMS OF REFERENCE FOR THE COMPOSITION AND OPERATION OF THE JUDICIAL PANEL

1 INTRODUCTION

- 1.1 Pursuant to the Articles of Association (the "**Articles**") and the Standing Orders (the "**Standing Orders**") of The Football Association ("**The Association**") the Council of The Association ("**Council**") has established the Judicial Panel (the "**Judicial Panel**") from which individuals shall be drawn to sit on regulatory commissions and on appeal boards in connection with the game of association football played in England. Council has provided for the due discharge by the Judicial Panel of its function as referred to above, in accordance with these terms of reference.
- 1.2 Unless otherwise defined in these terms of reference (the "**Terms**"), words and expressions shall have the same meaning as set out in the Articles or the Rules of The Association as amended from time to time.

2 DEFINITIONS

In these Terms:

"**Appeal Board**" means any appeal board drawn from the Judicial Panel in order to hear appeals from a Regulatory Commission or otherwise;

"**Appeal Board Chairman Panel**" means the panel of individuals comprising Barristers or Solicitors of seven or more years' standing and from whom a chairman of each Appeal Board shall be drawn pursuant to Clauses 5 and 7.3;

"**Compliance Monitoring Group**" means any compliance monitoring group established by the FRA from time to time;

"**Council Panel Members**" means those individuals who are appointed by the Committees Appointment Panel of Council from among Members of Council from time to time to be Panel Members in accordance with Clauses 4.1.1 and 4.2 to 4.4;

"**Effective Date**" means [29th May 2007];

"**Football Panel Members**" means those individuals with appropriate experience of the game of association football who are appointed from time to time by the Council Panel Members to be Panel Members in accordance with Clauses 4.1.2, 4.2 and 4.5;

"**FRA**" means The Football Regulatory Authority of The Association;

"**FRA Budget**" means the budget for the establishment, development and operation of the FRA, including the expenses of the Judicial Panel, as approved by the Board from time to time;

"**FRA Chairman**" means the chairman of the FRA appointed from time to time;

"**FRA Commissioner**" means any person who is appointed as a commissioner of the FRA from time to time;

"**Independent**" means any person who at the time of his appointment, or at any time up to three years prior thereto, shall not be or have been the Supporters' Representative or a Member of Council nor be or have been an employee, director or officer (other than in an honorary position) of, nor have or have had a Material Business Relationship with, a Competition (or any body which administers a Competition), a County Association, an

Other Football Association, an Affiliated Organisation, a Full Member Club, an Associate Member Club, FIFA, UEFA (or any of its members, associations or confederations), The Association (other than in his capacity as a Panel Member) or any other person or body regulated by those bodies, and who shall not take up any such positions after the date of appointment as a Panel Member until his or their retirement, removal or vacation from that office. Any decision by a majority of Council Panel Members then in office applying these criteria as to whether a person is Independent shall be final. Save in the case of wilful disregard for these criteria, the question of whether a person is Independent shall not be capable of challenge.

"Judicial Panel Chairman" means the chairman of the Judicial Panel, as appointed by Council from time to time in accordance with Clause 9;

"Judicial Panel Monitoring Group" means the group of that name established by the FRA;

"Material Business Relationship" means as between an individual and the relevant body, a significant commercial relationship including but not limited to one under which the individual receives from the body, payment of remuneration by fees or rent or otherwise (save for properly incurred expenses). "Individual" includes any person connected with that individual as a spouse, civil partner, widow, widower, former spouse, former civil partner, parent, step or adopted parent, grandparent, child, step child, adopted child, descendant, qualifying co-habitant or next-of-kin;

"Panel Members" means together, the Council Panel Members, the Football Panel Members and the Specialist Panel Members of the Judicial Panel from time to time;

"Regulatory Commission" means any regulatory commission drawn from the Judicial Panel from time to time in order to hear cases and pre-hearings from the FRA or otherwise; and

"Specialist Panel Members" means professionally qualified and/or appropriately experienced individuals (who, if Barristers or Solicitors, shall be of seven or more years' standing) who are appointed from time to time by the Council Panel Members to be Panel Members in accordance with Clauses 4.1.3, 4.2 and 4.5.

3 ESTABLISHMENT AND PURPOSE OF THE JUDICIAL PANEL

- 3.1 The Judicial Panel is established by Council as the group of individuals from which Regulatory Commissions and Appeal Boards will be drawn by the Judicial Panel Chairman or in his absence, his nominee, to hear cases or appeals in connection with disciplinary and other regulatory processes of The Association.
- 3.2 Council delegates to the Judicial Panel the power to undertake the following functions:
 - 3.2.1 establishing, and appointing individuals to sit on, Regulatory Commissions and Appeal Boards;
 - 3.2.2 appointing members of, delegating the appropriate power to, and co-ordinating and controlling the operation of any sub-committees and other bodies or persons, as necessary; and
 - 3.2.3 such other responsibilities and activities as Council may from time to time decide.
- 3.3 Any hearings, appeals, deliberations or proceedings of any description held pursuant to or arising from the operation of the Rules and regulations of The Association which are in progress as at the Effective Date shall continue thereafter and those authorised by The Association prior to the Effective Date to hear such proceedings shall continue to be fully competent to complete the business in question thereafter using the application of the Rules and regulations of The Association in force immediately prior to the Effective Date.

4 THE JUDICIAL PANEL

- 4.1 Subject to Clauses 4.6 and 8, the Judicial Panel will consist of three categories of Panel Member as follows:
 - 4.1.1 Council Panel Members, including the Judicial Panel Chairman;
 - 4.1.2 Football Panel Members who are appointed by the Council Panel Members then in office, in consultation with the Judicial Panel Monitoring Group; and

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- 4.1.3 Specialist Panel Members, who shall not be, and shall not have been at any time in the immediately preceding three years, a Member of Council.
- 4.2 Subject to Clauses 4.6 and 8, each Council Panel Member shall hold office for a year and shall be eligible for further terms. Subject to Clauses 4.6 and 8, each Football Panel Member and each Specialist Panel Member shall hold office for a term of three years and shall be eligible for further terms. Panel Members are not subject to retirement by rotation.
- 4.3 The Committees Appointment Panel shall at each Summer Meeting of Council appoint the Council Panel Members.
- 4.4 The Council Panel Members of the time being may at any other time appoint a Member of Council to be a Council Panel Member in order to fill a vacancy arising, due to early retirement, removal or otherwise, between Summer Meetings of Council. Any such Council Panel Member appointed in accordance with this Clause 4.4 shall remain in office until the next following Summer Meeting and thereafter shall be subject to the appointment process as referred to in Clause 4.3 above.
- 4.5 The Council Panel Members may at any other time appoint a person to be a Football Panel Member or a Specialist Panel Member, as appropriate, in order to fill any vacancies arising due to early retirement, removal or otherwise. Any such Football Panel Member or Specialist Panel Member appointed in accordance with this Clause 4.5 shall retire at the time when the respective vacating Football Panel Member or Specialist Panel Member would otherwise have retired but shall be eligible for further re-appointment by the Council Panel Members. For the purposes of Clause 4.2, if he is re-appointed, his first term of office shall be deemed to have commenced on the date on which he was re-appointed by the Council Panel Members pursuant to this Clause 4.5.
- 4.6 No person may be appointed as a Panel Member:
- 4.6.1 unless he has attained the age of 18 years; or
- 4.6.2 in circumstances such that, had he already been a Panel Member, he would have been disqualified from acting under the provisions of Clause 8; or
- 4.6.3 if he is or has at any time in the twelve months prior to his appointment been personally employed or otherwise engaged in any capacity by the FRA, other than as a FRA Commissioner PROVIDED THAT a FRA Commissioner shall not be eligible to be a Panel Member if he is, or has at any time in the twelve months prior to his appointment been, a member of the Compliance Monitoring Group.

5 APPEAL BOARD CHAIRMAN PANEL

- 5.1 The Appeal Board Chairman Panel shall consist of no fewer than three and not more than five members at any time.
- 5.2 The first members of the Appeal Board Chairman Panel shall be appointed by the FRA and thereafter, any vacancies shall be filled by the members of the Appeal Board Chairman Panel for the time being, in consultation with the Judicial Panel Monitoring Group. No person who has been a Participant or member of the Board or Member of Council within the previous five years shall be eligible. Only members or former members of the judiciary, Queen's Counsel, junior Barristers or Solicitors of more than 10 years standing shall be eligible.
- 5.3 Subject to Clause 5.4 below, members of the Appeal Board Chairman Panel shall serve for no more than two terms of four years each.
- 5.4 The appointment of a member of the Appeal Board Chairman Panel shall cease if:
- 5.4.1 by notice in writing to the Judicial Panel Chairman, he resigns from the Appeal Board Chairman Panel; or
- 5.4.2 he becomes bankrupt or makes any arrangement or composition with his creditors; or
- 5.4.3 being a director, he ceases to hold office as director of any company by reason of any order made under the Company Directors Disqualification Act 1986, as amended from time to time; or

- 5.4.4 if being a practising Solicitor or Barrister, he is struck off the Roll of Solicitors or suspended from practice by the Solicitors Disciplinary Tribunal or disqualified, suspended or struck off by the Bar Council (as the case may be) for any reason; or
- 5.4.5 he dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs; or
- 5.4.6 he no longer complies with the provisions of any regulations of The Association relating to "Fit and Proper Persons" as shall be in force from time to time pursuant to paragraph J(1)(f) of the Rules; or
- 5.4.7 he is convicted of any criminal offence other than any minor motoring or similar offence that cannot reasonably damage the reputation of the Judicial Panel or The Association.

6 REGULATORY COMMISSIONS

- 6.1 The powers in the Rules and the regulations of The Association to impose penalties or other orders for Misconduct (as defined in the Rules) shall be exercised by a Regulatory Commission, save for the imposition of those penalties or other order for Misconduct which the Council decides, or the Rules and the regulations of The Association deem are matters reserved for the FRA. Each Regulatory Commission shall be established by the Judicial Panel Chairman, or in his absence, his nominee, pursuant to Clauses 3.1 and 3.2.
- 6.2 Subject to Clause 6.3, the composition of any Regulatory Commission established for a hearing shall be determined by the Judicial Panel Chairman applying a selection policy established by the Judicial Panel Chairman and the FRA within three months of the Effective Date PROVIDED THAT:
 - 6.2.1 any party who is to go before a Regulatory Commission (other than a "Fast Track" Regulatory Commission) may make an application to the Judicial Panel Chairman, within 7 days of the charge being issued and upon notice to any other relevant party, for an order that the chairman of that Regulatory Commission shall be a Specialist Panel Member who is a Solicitor or Barrister of seven or more years' standing. Approval by the Judicial Panel Chairman of such application shall not be unreasonably withheld or delayed and any additional costs incurred in respect of having such a Specialist Panel Member as the chairman of that Regulatory Commission (whether or not the applicant be successful in the relevant hearing before such Regulatory Commission), shall be borne by the party who made the application; and
 - 6.2.2 until such time as the selection policy referred to above has been established, the composition of any Regulatory Commission shall be determined with the agreement of the Judicial Panel Chairman (or in his absence, his nominee) and the FRA. Subject to Clause 6.2.1 above, any member of a Regulatory Commission may be appointed by the Judicial Panel Chairman (or in his absence, his nominee) to act as chairman of that Regulatory Commission.
- 6.3 A person shall not be deemed to be competent to serve on a Regulatory Commission if he has pending before him as a serving member of an Appeal Board a matter or decision with which another Panel Member of the proposed Regulatory Commission is concerned.
- 6.4 If a member of a Regulatory Commission doubts his ability to be impartial, or believes there to be a materially conflicting interest in the proceedings, he shall declare it as soon as possible, and unless all parties waive it and request the member to act, then the member shall withdraw completely from the proceedings.
- 6.5 If a FRA Commissioner is serving on any Regulatory Commission hearing a case which has been reviewed by the FRA Commissioners he shall declare it as soon as possible and, unless all parties waive it and request the FRA Commissioner to act, he shall withdraw completely from the proceedings.
- 6.6 The Judicial Panel Chairman (or in his absence, his nominee) shall appoint another to fill any vacancy that arises on a Regulatory Commission prior to a hearing. Where a vacancy or

vacancies occur in a Regulatory Commission after the commencement of a hearing, the hearing shall cease and a new hearing arranged before a freshly constituted Regulatory Commission, unless the parties consent to the remaining members continuing.

7 APPEAL BOARDS

- 7.1 The powers in Rule H and the regulations of The Association to hear cases or appeals shall be exercised by an Appeal Board. Each Appeal Board shall be established by the Judicial Panel Chairman (or in his absence, his nominee) pursuant to Clauses 3.1 and 3.2.
- 7.2 Subject to Clauses 7.3 and 7.4, the composition of any Appeal Board established for and empowered to hear an appeal shall be determined by the Judicial Panel Chairman applying a selection policy established by the Judicial Panel Chairman and the FRA within three months of the Effective Date. Until that time, the composition of any Appeal Board shall be determined with the agreement of the Judicial Panel Chairman (or in his absence, his nominee) and the FRA Chairman. PROVIDED THAT all Appeal Boards shall: (i) consist of two members who are not Council Panel Members; and (ii) include one member (other than the chairman of the Appeal Board) who is Independent.
- 7.3 An individual from the Appeal Board Chairman Panel shall be appointed by the Judicial Panel Chairman (or in his absence, his nominee) to act as chairman of an Appeal Board.
- 7.4 A person shall not be deemed to be competent to serve on an Appeal Board if he has pending before him as a serving member of a Regulatory Commission a matter or decision with which another Panel Member of the proposed Appeal Board is concerned.
- 7.5 If a member of an Appeal Board doubts his ability to be impartial, or believes there to be a materially conflicting interest in the proceedings, he shall declare it as soon as possible, and unless all parties waive it and request the member to act, then the member shall withdraw completely from the proceedings.
- 7.6 If a FRA Commissioner is serving on any Appeal Board hearing a case which has been reviewed by the FRA Commissioners he shall declare it as soon as possible and, unless all parties waive it and request the FRA Commissioner to act, he shall withdraw completely from the proceedings.
- 7.7 The Judicial Panel Chairman (or in his absence, his nominee) shall appoint another to fill any vacancy that arises on an Appeal Board prior to a hearing. Where a vacancy or vacancies occur in an Appeal Board after the commencement of a hearing, the hearing shall cease and a new hearing arranged before a freshly constituted Appeal Board, unless the parties consent to the remaining members continuing.

8 DISQUALIFICATION OF THE PANEL MEMBERS

- 8.1 The appointment of a Panel Member shall cease if:
 - 8.1.1 by notice in writing to the Judicial Panel Chairman, he resigns from the Judicial Panel (but only if at least two Panel Members in his category remain in office when the notice of resignation is to take effect); or
 - 8.1.2 being a Specialist Panel Member, he accepts a position which would make him ineligible for appointment under Clause 4.1.3; or
 - 8.1.3 being a FRA Commissioner, he is appointed as a member of the Compliance Monitoring Group; or
 - 8.1.4 being a Council Panel Member, he ceases to be a Member of Council; or
 - 8.1.5 if being a Solicitor or Barrister, he is struck off the Roll of Solicitors or suspended from practice by the Solicitors Disciplinary Tribunal or disqualified, suspended or struck off by the Bar Council (as the case may be) for any reason; or
 - 8.1.6 he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - 8.1.7 being a director, he ceases to hold office as director of any company by reason of any order made under the Company Directors Disqualification Act 1986, as amended from time to time; or

- 8.1.8 he dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs; or
 - 8.1.9 he no longer complies with the provisions of any regulations of The Association relating to "Fit and Proper Persons" as shall be in force from time to time pursuant to paragraph J(1)(f) of the Rules; or
 - 8.1.10 he is subject of a decision of The Association, UEFA or FIFA that he be suspended permanently or for a specified period from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or statutes of UEFA or FIFA (as appropriate); or
 - 8.1.11 he is convicted of any criminal offence other than any minor motoring or similar offence that cannot reasonably damage the reputation of the Judicial Panel or The Association.
- 8.2 Where Clause 8.1 becomes applicable to a Panel Member serving on an Appeal Board or a Regulatory Commission, the remaining two Panel Members on such Appeal Board or such Regulatory Commission may agree unanimously that he shall not cease to be a Panel Member until the conclusion of that hearing or appeal, as the case may be.

9 THE JUDICIAL PANEL CHAIRMAN

- 9.1 The Judicial Panel Chairman shall be appointed by and from the Council Panel Members, after consultation with the Judicial Panel Monitoring Group, for a term of 3 years, unless he resigns from the chair or ceases to be a Council Panel Member. Upon the expiry of his first period of office, any Judicial Panel Chairman shall be eligible for re-appointment for one further term of 3 years. His re-election as a Council Panel Member shall confirm his appointment as Judicial Panel Chairman for the balance of his 3 year term.
- 9.2 The Council Panel Members may, after consultation with the Judicial Panel Monitoring Group, at any other time appoint another person to be the Judicial Panel Chairman in order to fill a vacancy arising due to early retirement, removal or otherwise. Any such Judicial Panel Chairman appointed in accordance with this Clause 9.2 shall retire at the time the vacating Judicial Panel Chairman would otherwise have retired, subject to Clause 9.1 above.

10 FINANCES

- 10.1 The expenses of the Judicial Panel and the Appeal Board Chairman Panel shall be paid by the FRA. For the avoidance of doubt, nothing in this Clause shall prejudice the right of a Regulatory Commission or an Appeal Board to make an order for costs.
- 10.2 Pursuant to the FRA Budget, each member of a Regulatory Commission or Appeal Board may be paid an attendance allowance in respect of his attendance at hearings of the Regulatory Commission or Appeal Board in question at the level determined by the Board, together with reimbursement of reasonable out-of-pocket expenses.
- 10.3 Arrangements may be made for the reasonable remuneration of any chairman of an Appeal Board and any Specialist Panel Member when serving on an Appeal Board or a Regulatory Commission at the level determined by the Board.

11 AMENDMENT AND DISSOLUTION

- 11.1 These Terms shall not be amended in any way save with the written agreement of Council. Any amendment made pursuant to this Clause 11.1 shall be binding on the Panel Members, all employees of The Association and committee members of the Judicial Panel and any others acting in any capacity for the Judicial Panel whatsoever, with immediate effect.
- 11.2 The Judicial Panel and the Appeal Board Chairman Panel may be discharged at any time by Council.

Memorandum of Association**(Amended by special resolution passed on 29th May 2007)****THE FOOTBALL ASSOCIATION LIMITED****The Companies Acts, 1862 to 1989**

- 1 The name of the company is "THE FOOTBALL ASSOCIATION LIMITED" (known as "The Association" in this Memorandum of Association).
- 2 The registered office of The Association will be situate in England.
- 3 The objects for which The Association is established (the "Objects") are:-
 - (1) to effectuate and carry into execution the powers, obligations, duties, and general objects of the organisation founded in 1863 as the governing body of the game of association football in England;
 - (2) (a) to promote the game of association football in every way that The Association shall think proper;
(b) to govern the game of association football with integrity and in doing so will seek to: (i) enforce rules and regulations of The Association and the Laws of the Game for participants and take all such steps as shall be deemed necessary or advisable for preventing infringements of the rules and regulations of The Association and Laws of the Game, or other improper methods of practices in such game, and for protecting it from abuses; and (ii) continue to encourage and promote compliance by all participants with best practice guidelines and work to address discrimination on the basis of disability, race or gender in the game of football; and
(c) to support the technical development of England international representative teams as well as professional and grassroots football generally;
 - (3) to make, adopt, vary, and publish rules, regulations, bye-laws and conditions for the regulation of the said game or otherwise, and to take all such steps as shall be deemed necessary or advisable for enforcing such rules, regulations, bye-laws and conditions;
 - (4) to maintain, continue, or provide for the affiliation of associations and clubs for promoting or playing association football, and to take over and continue the present register of such associations and clubs as kept by The Association;
 - (5) to maintain, continue, or provide for the registration of association football players and to take over and continue the present registers of such players as kept by The Association;
 - (6) to maintain, with such variations as from time to time may be decided by The Association, all rules, registers, books, accounts and other documents of The Association;
 - (7) to promote, provide for, regulate and manage in all or any of the required details or arrangements, including any arrangements for the benefit of associations or clubs, football competitions, contests and matches, international or otherwise, and in England or elsewhere, and to do or provide for all or any such matters and things as may be considered necessary for or ancillary to the comfort, conduct, conveyance, convenience or benefit of players and of the public, or of any other persons concerned or engaged in such competitions, contests or matches;
 - (8) to accept, take over, or otherwise acquire all such cups, shields and other prizes as may be approved by The Association, and to provide for the proper custody, insurance, protection, exhibition, awarding, distribution or loan of or other dealing with all or any such cups, shields, or prizes as aforesaid;
 - (9) to provide for representation at the general meetings of The Association, and on the Council of The Association by the issue and transfer of shares in the capital of The Association, or by such other means and in such manner as shall be determined from time to time by rules or other regulations or bye-laws of The Association;

- (10) to provide for, make and vary all such rules, regulations and bye-laws as to amateur and professional players as The Association shall from time to time determine;
- (11) to provide by rules, regulations and bye-laws, or otherwise, for deciding and settling all differences that may arise between football associations, clubs, or players, or any persons who are members of or alleged to be members of or are employed or engaged by any such associations or clubs, or any other persons in reference to due compliance with the Laws of the Game, or rules, regulations or bye-laws of The Association, or in reference to contracts, or to any other matter of dispute or difference arising between such associations, clubs, or persons, or any of them, and whether The Association is concerned in such dispute or difference or not, and to make such provisions for enforcing any award or decision as The Association shall deem proper;
- (12) to co-operate with or assist any football association or club in any way which The Association shall think proper, and to enter into or adopt any agreement or arrangement with such association or club;
- (13) to co-operate with the International Football Association Board, UEFA and FIFA in all matters relating to international or other competitions, or otherwise relating to the game of football or rules or regulations affecting the same, in any way which The Association shall think appropriate;
- (14) to adopt and carry out all such rules and regulations, bye-laws, agreements and arrangements of The Association as are now in existence, and to comply with or to enforce the due compliance with the same unless and until the same shall have been duly varied in accordance with the terms thereof, or with the regulations for the time being of The Association;
- (15) to acquire, construct, take on lease, layout, maintain, improve, develop, hold, use, or turn to account in any way football grounds or other athletic grounds, with all such pavilions, buildings, erections and easements, and with all necessary fittings, facilities, equipment and accessories as is deemed advisable;
- (16) to promote, support, or assist in all or any such athletic contests or sports for which any property of The Association may be available;
- (17) to act as trustees for any association or club, and as such trustees to hold any real or personal property upon such trusts and with and subject to such powers and provisions as shall be approved by The Association;
- (18) to subscribe out of the funds of The Association to any such fund, club, or institution, charitable or otherwise and in such manner as is deemed advisable;
- (19) to amalgamate, or co-operate with any association, club, or body having all or any of their objects similar to any of the Objects;
- (20) to carry out such operations and to manufacture or deal with such goods and to purchase, hire or otherwise acquire, take options over, construct, take on lease, improve, hold, manage, maintain, repair, alter, develop, equip, exchange or deal with such buildings, land, property, assets, rights or privileges (including the whole or part of the business, property or liabilities of any other person or company) as may seem to The Association directly or indirectly to advance the interests of The Association;
- (21) to carry on any other trade or business whatever which, in the opinion of The Association, can be advantageously carried on in connection with or ancillary to any of the above mentioned businesses or is calculated directly or indirectly to advance the interests of The Association;
- (22) to enter into such commercial or other transactions in connection with any trade or business of The Association as may seem desirable for the purpose of The Association's affairs;
- (23) to apply for, purchase or otherwise acquire, protect, maintain, improve and renew any patents, patent rights, trade marks, designs, licences and other intellectual property

- rights of all kinds or any secret or other information as to any invention and to use, exercise, develop or grant licences in respect of, or otherwise turn to account the property, rights or information so acquired;
- (24) to invest and otherwise deal with the moneys of The Association not immediately required for its purpose in or upon such investments, securities or property as may be thought fit, in its absolute discretion, with the power to vary or transpose any investments for or into others of any nature or subject;
- (25) (a) to take over, set aside, or provide for a benevolent fund;
- (b) to pay, or to provide, or to make such arrangements for providing, gratuities, annuities, pensions, benefits, share option and acquisition schemes, loans, compensations or other awards or benefits, in money or otherwise, and other matters;
- (c) to establish, support, subsidise, subscribe to or make grants to any institution, association, club, scheme, fund or trust, whether to or for the benefit of present or past members of the Council of The Association or for the benefit of past or present employees of The Association or its predecessors in business or of any company which is a subsidiary company of The Association or is allied to or associated with The Association or with any such subsidiary company, or any Competition, County Association, Other Football Association, Division, Affiliated Organisation, Full Member Club or Associate Member Club or for the benefit of players or former players of association football or others who have in the opinion of The Association rendered service to the game of football, or to or for the benefit of persons who are or were related to or connected with or dependants of any such persons as may seem deserving of such assistance or for the benefit of any Competition, County Association, Other Football Association, Affiliated Organisation, Division, Full Member Club or Associate Member Club or as may seem to be appropriate;
- (26) to draw, make, accept, endorse, discount, negotiate, execute and issue promissory notes, bills of exchange, cheques, bills of lading, warrants, debentures and other negotiable and transferable instruments;
- (27) to act as agents, brokers or trustees, and to enter into such arrangements (whether by way of amalgamation, partnership, profit sharing, union of interests, sub-contracting, co-operation, joint venture or otherwise) with other persons or companies as may seem to The Association to advance the interests of The Association and to vest any property of The Association in any person or company on behalf of The Association and with or without any declaration of trust in favour of The Association;
- (28) to apply for, promote and obtain any Act of Parliament, Charter, privilege, concession, licence or authorisation of any government, state or municipality, or any other department or authority, or enter into arrangements with any such body, for enabling The Association to carry any of the Objects into effect or for extending any of the powers of The Association or for effecting any modification of the constitution of The Association or for any other purpose which may seem to The Association to be expedient, and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the interests of The Association;
- (29) to sell, let on lease, exchange, turn to account, dispose of, grant privileges, options, licences or rights over or otherwise deal with the undertaking, rights, land, buildings, property or assets of The Association or any part thereof on such terms as may be decided;
- (30) to pay for any rights or property acquired by The Association and to remunerate any person or company whether by cash payment or by any other method thought fit;
- (31) to establish or promote companies and to place or guarantee the placing of, underwrite, subscribe for or otherwise acquire, hold, dispose of and deal with, and guarantee the payment of interest, dividends and capital on, all or any of the shares,

- debentures, debenture stock or other securities or obligations of any company or association and to pay or provide for brokerage, commission and underwriting in respect of any such issue upon such terms as maybe decided;
- (32) to co-ordinate, manage or control all or any part of the operations of any company which is a subsidiary company of or otherwise under the control of The Association or in which The Association has an interest, whatsoever, save for The FA Premier League and The Football League;
- (33) to aid, finance or provide consultative, managerial, administrative, technical and commercial services of all kinds for all or any part of the operations of any company which is a subsidiary company of or otherwise under the control of The Association or in which The Association has an interest and to make payments by way of subsidy or otherwise and any other arrangements which may be deemed desirable with respect to any business or operations of or generally with respect to any such company or companies and generally to carry on the business of a holding company;
- (34) to carry on through any subsidiary or associated company any activities which The Association is authorised to carry on and to make any arrangements whatsoever with such company (including any arrangements for taking the profits or bearing the losses of any such activities) as thought fit;
- (35) to raise or borrow money and funds in such manner as thought fit and to receive money on loan or on deposit and to invite and receive contributions from any person or persons whatsoever by way of subscription, fees, donation or otherwise and to mortgage, charge, pledge or give liens or other security over the whole or any part of The Association's undertaking, rights, goodwill, land, buildings, property and assets (whether present or future), including its uncalled capital, for such purposes and in such circumstances and upon such terms and conditions as thought fit;
- (36) to lend or advance money and to give credit and to enter (whether gratuitously or otherwise) into guarantees, indemnities, contracts and suretyships of all kinds, and whether secured or unsecured whether in respect of its own obligations or those of some other person or company in such circumstances and upon such terms and conditions thought fit;
- (37) to contribute to or support any public, general, political, charitable, benevolent or useful object, which it may seem to The Association to be in the interests of The Association or its members to contribute to or support;
- (38) to employ, appoint or otherwise engage, retain, train and dismiss such managers, officers, staff, clerks and other persons as are considered necessary for the attainment of the Objects and to fix and pay the remuneration or fees of all or any such person for his or her or their services and pay any company, firm or person supplying services to The Association in cash or otherwise as may be deemed appropriate;
- (39) to purchase and maintain insurance for or for the benefit of any persons who are or were at any time directors or officers (other than the auditors) or employees of The Association, or of any other company in which The Association has any interest, whether direct or indirect, or which is in any way allied to or associated with The Association or of any subsidiary of The Association to cover the liability of any of the above people: (a) which by virtue of any rule of law would otherwise attach to him or her in respect of any negligence, default, breach of trust or breach of duty of which he or she may be guilty or any act or omission in the actual or purported execution and/or discharge of his or her duties and/or in the exercise or purported exercise of his or her powers and/or otherwise in relation to his or her duties, powers or offices in relation to The Association or any such other company or subsidiary; and (b) to make contributions to the assets of The Association or any such other company or subsidiary in accordance with the provisions of section 214 of the Insolvency Act 1986, and all costs, charges and expenses which may be incurred by him or her in successfully contesting any such liability or alleged liability. Provided that any such insurance shall

not extend to any claim arising from any act or omission which that person knew (or must reasonably be assumed to have known) to be a breach of trust or breach of duty or which was committed by that person in reckless disregard of whether it was a breach of trust or a breach of duty or not. Provided also that any such insurance shall not extend to a fine imposed in connection with, or the costs of, an unsuccessful defence to a criminal prosecution brought against that person in his or her capacity as a director or officer or employee of The Association or as directors or officers of any other association company or any subsidiary of The Association.

- (40) to such extent as may be permitted by law and otherwise to indemnify or to exempt any such persons (as are referred to in clause (39)) against or from any such liability as is referred to in clause (39) above.
- (41) to do all or any of the above things in any part of the world whether as principals or agents or trustees or otherwise and either alone or jointly with others and either by or through agents, subcontractors, trustees or otherwise;
- (42) to do all such other things as may be considered by The Association to further the interests of The Association or to be incidental or conducive to the attainment of the above Objects or any of them. And it is hereby declared that:
- (a) the Objects set forth in each sub clause of this clause shall not be restrictively construed but the widest interpretation shall be given thereto; and
 - (b) the word "company" in this clause, except where used in reference to The Association, shall be deemed to include any partnership or other body of persons, whether corporate or unincorporated and whether domiciled in the United Kingdom or elsewhere; and
 - (c) except where the context expressly so requires none of the several paragraphs of this clause, or the Objects therein specified, or the powers thereby conferred shall be limited by, or be deemed merely subsidiary or auxiliary to, any other paragraph of this clause, or the Objects in such other paragraph specified, or the powers thereby conferred; and
 - (d) terms defined in the Articles of Association of The Association shall have the same meanings when used in this clause 3.

4 The liability of the members is limited.

5 The authorised share capital of The Association is £102 represented by 2000 ordinary shares of 5p each and two special shares of £1 each, one designated the "National Game Special Share" and the other designated the "Professional Game Special Share".

WE, the several persons whose names, addresses and descriptions are subscribed, are desirous of being formed into a company in pursuance of this Memorandum of Association and we respectively agree to take the number of shares in the capital of The Association set opposite our respective names.

The Companies Act 1985, as amended and modified from time to time

ARTICLES OF ASSOCIATION OF THE FOOTBALL ASSOCIATION LIMITED

("the Company" or "The Association")

Company Number: 00077797

(Adopted by special resolution passed on 15th May 2008)

Exclusion of Table A

- 1 The provisions of Table A of the Companies Act 1985, as amended and modified from time to time, shall not apply to the Company. The following shall be the Articles of Association of the Company.

Interpretation

- 2 In these Articles of Association, except where the subject or context otherwise requires:
- (a) the Act means the Companies Act 1985 as amended, including any modification or re-enactment thereof for the time being in force;
 - (b) Affiliated Organisation means one or any of the listed organisations:
 - (i) The League Managers' Association;
 - (ii) The Professional Footballers' Association;
 - (iii) The Referees' Association;
 - (iv) The Football Conference;
 - (v) The Northern Premier League;
 - (vi) The Southern League;
 - (vii) The Isthmian League;
 - (viii) The Disability Advisory Group; and
 - (ix) The Race Equality Advisory Group;
 - (c) Alliance Committee means the committee established by Council to oversee matters relating to the participation of The Football Conference, The Northern Premier League, The Isthmian League and The Southern Football League in steps 1 to 4 (inclusive) of the National League System from time to time in accordance with these Articles and the Standing Orders;
 - (d) Articles means these articles of association as altered from time to time by special resolution (and "Article" shall be interpreted accordingly);
 - (e) Associate Member Club means a football club accorded the status of an Associate Member Club pursuant to the Rules;
 - (f) Audit Committee means the audit committee established by the Board from time to time in accordance with these Articles;
 - (g) auditors means the auditors for the time being of the Company;
 - (h) Board means the board of directors of The Association for the time being, constituted in accordance with these Articles;
 - (i) Chairman means the chairman of the Board who shall also be the chairman of Council and who is appointed from time to time by Council in accordance with these Articles and the Standing Orders;
 - (j) Chief Executive means a person appointed from time to time to the executive office of chief executive by the Board in accordance with these Articles;
 - (k) clear days means the period excluding the day when a notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

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- (l) Competition means any competition (whether league or knock-out competition or otherwise) sanctioned by The Association, a County Association or an Other Football Association;
 - (m) Council means the Council of The Association for the time being constituted in accordance with these Articles, and Member of (the) Council shall be any person for the time being appointed to and serving on (the) Council in accordance with Article 117;
 - (n) County Association means an association accorded the status of a County Association pursuant to the Rules;
 - (o) Director means a director of the Company who shall be a member of the Board;
 - (p) Division(s) means no more than ten groupings of Full Member Clubs segregated on a regional basis which shall be determined by Council from time to time;
 - (q) FIFA means the Fédération Internationale de Football Association or any successor body;
 - (r) football means the game of association football played in accordance with the Laws of the Game;
 - (s) football club means a club playing football and recognised as such by The Association pursuant to the Rules;
 - (t) Football Regulatory Authority means a division of The Association established by Council from time to time and responsible for regulation and compliance functions;
 - (u) Full Member Club means a football club accorded the status of a Full Member Club pursuant to the Rules;
 - (v) Funding Formula means the formula as set out in Article 90 setting out the mechanism by which The Association's income is allocated;
 - (w) Judicial Panel means the judicial panel of The Association appointed by Council from time to time from which judicial commissions and appeal boards are appointed to hear disciplinary and other cases and appeals;
 - (x) Laws of the Game means the laws of the game as settled and in force from time to time by the International Football Association Board and FIFA;
 - (y) Life Member means such persons who have been accorded the status of Life Member of Council pursuant to these Articles;
 - (z) Life Vice-President means such persons who have been accorded the status of Life Vice-President of Council pursuant to these Articles;
 - (aa) Material Business Relationship as between an individual and the relevant body means a significant commercial relationship including one under which he receives the payment of remuneration by fees or rent or otherwise (save for properly incurred expenses). "Individual" includes any person connected with that individual as a spouse, civil partner, widow, widower, former spouse, former civil partner, parent, step or adopted parent, grandparent, child, step child, adopted child, descendant, qualifying co-habitant or next-of-kin;
 - (bb) National Game means all aspects of football involving and affecting Participants in and at the level of step 1 of the National League System and below;
 - (cc) National Game Board means a committee of the Board established by the Board from time to time in accordance with these Articles and responsible to the Board for the conduct of the National Game whose composition is as set out in Article 97;
 - (dd) National Game Shareholder means any Shareholder who is:
 - (i) a Full Member Club, save for those Full Member Clubs who are in membership of The FA Premier League or The Football League from time to time;
 - (ii) a Member of Council who is a National Game Representative; and
 - (iii) a County Association.

- (ee) National Game Representative means a Member of Council who is: (i) a representative of a County Association; (ii) a representative of an Other Football Association; (iii) a representative of a Division; (iv) a representative of The Football Conference, The Isthmian League, The Northern Premier League or The Southern League; (v) a voting Life Vice-President, Life Member or Vice-President PROVIDED THAT any such person shall not be a National Game Representative if he is (or at the time of his first appointment or election to Council was) a representative of The FA Premier League or The Football League, or holds (or at the time of his first appointment or election to Council held) a position with a football club in membership of either of the above;
- (ff) National Game Special Share means the special share of £1.00 in the capital of the Company, allotted and issued to the National Game Special Shareholder;
- (gg) National Game Special Shareholder means the chairman of the National Game Board from time to time;
- (hh) National League System means the Competitions which interact with one another by way of promotion and relegation within those steps of the National Game pyramid as determined by Council from time to time;
- (ii) Nominations Committee means the nominations committee established by the Board from time to time in accordance with these Articles;
- (jj) Nominee means a natural person appointed as a nominee pursuant to Article 15;
- (kk) Other Football Association means one or any of the following listed associations:
 - (i) The University of Oxford Football Association;
 - (ii) The University of Cambridge Football Association;
 - (iii) The Army Football Association;
 - (iv) The Royal Navy Football Association;
 - (v) The Royal Air Force Football Association;
 - (vi) The Amateur Football Alliance;
 - (vii) The Women's Football Conference;
 - (viii) The English Schools' Football Association; and
 - (ix) The Independent Schools' Football Association;
- (ll) Ordinary Share means an ordinary share of £0.05 in the capital of the Company;
- (mm) Participants means a participant as defined in the Rules from time to time;
- (nn) President means the president of The Association who shall be appointed annually by Council and whose position shall be honorary;
- (oo) Professional Game means all aspects of football involving and affecting Participants in and at the levels of The FA Premier League and The Football League;
- (pp) Professional Game Board means a committee of the Board established by the Board from time to time in accordance with these Articles and responsible to the Board for the conduct of the Professional Game, whose composition shall be as determined by the terms of reference of the Professional Game Board from time to time;
- (qq) Professional Game Representative means a Member of Council who is a representative of either The FA Premier League or The Football League or, if a representative of a Regional Division, a person who holds a position with a football club in membership of The FA Premier League or The Football League;
- (rr) Professional Game Special Share means the special share of £1.00 in the capital of the Company allotted and issued to the Professional Game Special Shareholder;
- (ss) Professional Game Special Shareholder means jointly The FA Premier League and The Football League;
- (tt) Remuneration Committee means the remuneration committee established by the Board from time to time in accordance with these Articles;

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- (uu) Rules means the provisions for the regulation of football matters known as the "Rules of The Football Association Limited" as applicable from time to time and any regulations, standing orders, decisions, rulings, findings, penalties or orders of any nature made pursuant to the Rules;
 - (vv) Secretary means the secretary of the Company and includes a joint, assistant, deputy or temporary secretary and any other person appointed to perform the duties of the secretary;
 - (ww) Shareholder means any of the persons or bodies referred to in Articles 12 and 13 or their Nominee or Nominees appointed pursuant to Article 15, in either case, whose name is entered in the register as the holder of such shares and "holder of a share" in the Company shall be construed accordingly;
 - (xx) share means any Ordinary Share, the National Game Special Share or the Professional Game Special Share;
 - (yy) Standing Orders means the standing orders of (the) Council as applicable from time to time;
 - (zz) Statutes means the Act and every other statute or statutory instrument, law or regulation for the time being in force concerning companies and affecting The Association;
 - (aaa) Summer Meeting(s) means the meeting of Council which takes place in June or July every calendar year, in accordance with the Standing Orders;
 - (bbb) Supporters' Representative means the representative of supporters' organisations who is appointed pursuant to these Articles;
 - (ccc) The Disability Advisory Group means the group of that name whose individuals are appointed by the Board from time to time to carry out the function of advising the Board on matters of disabilities in football;
 - (ddd) The FA Premier League means The Football Association Premier League Limited or any successor body;
 - (eee) The Football Conference means The Football Conference Limited or any successor body;
 - (fff) The Football League means The Football League Limited or any successor body;
 - (ggg) The Isthmian League means The Isthmian Football League Limited or any successor body;
 - (hhh) The Northern Premier League means The Northern Premier Football League Limited or any successor body;
 - (iii) The Race Equality Group means the group of that name whose individuals are appointed by the Board from time to time to carry out the function of advising the Board on matters of race equality in football;
 - (jjj) The Southern League means The Southern Football League Limited or any successor body;
 - (kkk) UEFA means the Union of European Football Associations or any successor body;
 - (lll) Vice-Chairman means a vice-chairman of The Association and who is elected from time to time by the Members of Council pursuant to the Standing Orders; and
 - (mmm) Vice-President means any vice-president of The Association who is elected annually by Council.
- 3 References to a document being executed include references to its being executed under hand or under seal or by any other method.
- References to writing include references to any visible substitute for writing and to anything partly in one form and partly in another form.

Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

Words or expressions contained in these Articles which are not defined in Article 2 but are defined in the Act have, if not inconsistent with the subject or context, the same meaning as in the Act (but excluding any statutory modification thereof not in force at the date of adoption of these Articles).

Subject to the preceding paragraph, references to any provision of any enactment or of any subordinate legislation (as defined by section 21(1) of the Interpretation Act 1978) include any modification or re-enactment of that provision for the time being in force.

4 Headings are inserted for convenience only and do not affect the construction of these Articles.

5 In these Articles,

- (a) powers of delegation shall not be restrictively construed but the widest interpretation shall be given thereto;
- (b) no power of delegation shall be limited by the existence or, except where expressly provided by the terms of delegation, the exercise of that or any other power of delegation; and
- (c) except where expressly provided by the terms of delegation, the delegation of a power shall not exclude the concurrent exercise of that power by any other body or person who is for the time being authorised to exercise it under these Articles or under another delegation of the power.

Share Capital

- 6 (a) The authorised share capital of the Company is £102 divided into 2,000 Ordinary Shares, the National Game Special Share and the Professional Game Special Share.
- (b) The Board may allot any relevant securities (as defined as section 80(2) of the Act) to such persons and generally upon such terms and conditions as the Board may think fit, PROVIDED ALWAYS THAT no share shall be issued at a discount or otherwise in breach of these Articles, the Memorandum or the Statutes.
- (c) The general authority conferred by Article 6(b) shall be unconditional and shall extend to an amount of shares equal to the authorised but unissued share capital of The Association at the date of the passing of the resolution adopting these Articles. The said authority shall expire on that date which is the fifth anniversary of the date upon which the resolution adopting these Articles was passed, unless previously renewed, varied or revoked by The Association in general meeting.
- 7 No part of the said share capital shall be called or paid up without the prior approval of the Company in general meeting.
- 8 No share shall entitle the holder thereof to any payment in respect of paid-up capital (if any), dividend, bonus, profit, or otherwise. No share shall be sub-divided. No share shall be consolidated. No bonus issue shall be made nor shall any capital dividend be paid.
- 9 No invitation to the public to subscribe for shares in the said share capital shall be issued.
- 10 In accordance with section 91(1) of the Act, section 89(1) and sections 90(1) to (6) (inclusive) of the Act shall not apply to the Company.
- 11 All unissued shares for the time being in the capital of the Company shall be under the control of the Board who shall have the power to allot or otherwise dispose of them only to such persons and only in such manner as provided in these Articles.

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- 12 Subject to Articles 14 and 15, Ordinary Shares may only be allotted or (to the extent that a transfer is permitted from an existing Shareholder) transferred to the following:
- (a) The FA Premier League;
 - (b) The Football League;
 - (c) a voting Member of Council;
 - (d) a Full Member Club;
 - (e) a County Association; and
 - (f) the Secretary.
- 13 The Professional Game Special Share may only be issued to, held by and transferred to the Professional Game Special Shareholder and the National Game Special Share may only be issued to, held by and transferred to the National Game Special Shareholder. The rights attached to the Professional Game Special Share may be varied with (but only with) the consent in writing of the Professional Game Special Shareholder. The rights attached to the National Game Special Share may be varied with (but only with) the consent in writing of the National Game Special Shareholder.
- 14 The entitlement to Ordinary Shares shall be as follows:
- (a) The FA Premier League and The Football League shall each be entitled to one Ordinary Share only;
 - (b) each Member of Council shall be entitled to one Ordinary Share only for so long as he or she is a voting Member of Council;
 - (c) each Full Member Club shall be entitled to one Ordinary Share only;
 - (d) each County Association shall be entitled to one Ordinary Share if there are fifty football clubs or less in membership of such County Association; to two Ordinary Shares if there are more than fifty football clubs and not more than one hundred football clubs in such County Association; and to one additional Ordinary Share for every fifty football clubs or less in such County Association above the first one hundred football clubs. Notwithstanding any other provision in these Articles, the Board shall be entitled to determine what shall or shall not qualify as a football club in membership of a County Association for the purposes of this provision; and
 - (e) the Secretary shall be entitled in accordance with Article 16.
- 15 Where any body identified in Article 12 is not a legal entity entitled to hold shares in its own name, a Nominee or Nominees shall be appointed to hold the share or shares to which the relevant body is entitled for and on behalf of all persons combining to form the relevant body, PROVIDED THAT such Nominee is a member of such body and that such body informs the Board promptly in writing of the appointment of and the details of such Nominee. The Board may require any person whose name is on the register as a holder of shares to disclose in writing full details of the person or persons for whom he/she holds shares. For the purposes of this Article, any issue as to whether a person is or is not entitled to hold a share or shares as Nominee or a person or persons is/are entitled to appoint a Nominee shall be determined finally by the Board. The Company shall register any such share or shares in the name of the Nominee where the Board has determined that such person or persons is/are so entitled. A County Association may appoint a Nominee or Nominees under the terms of this Article to hold a share or shares to which it is entitled, notwithstanding that it is a legal entity.
- 16 The Secretary may be registered as the holder of any number of Ordinary Shares in the Company which may be transferred to the Secretary by or on behalf of Shareholders in accordance with the Articles, but the Secretary shall not in respect of such Ordinary Shares be permitted to vote at any general meeting of the Company, either personally or by proxy, or to be reckoned in a quorum, or to exercise any right or privilege as a Shareholder in relation to general meetings. The Secretary shall, upon retiring or removed from the office of Secretary, execute a transfer of all the Ordinary Shares of which the Secretary is then registered as holder in favour of the succeeding Secretary.

Share Certificates

- 17 Every Shareholder, upon becoming entitled to be the holder of any share, shall be entitled, without payment, to call for one certificate for the share(s) held.
- 18 If a share certificate is defaced, worn out, lost or destroyed, it may be renewed on such terms (if any) as to evidence and indemnity (with or without security) and payment of any exceptional out-of-pocket expenses reasonably incurred by the Company in investigating evidence and preparing the requisite form of indemnity as the Board may determine but otherwise free of charge, and (in the case of defacement or wearing out) on delivery up of the old certificate.

Suspension of Rights

- 19 Where any person or body referred to in Articles 12 and 14:
 - (a) has not paid any subscription, fee, fine or other sum due to the Company in accordance with these Articles or the Rules or following any order from Council; or
 - (b) in the case of a company, unincorporated body or association, enters into a voluntary arrangement pursuant to Part I of the Insolvency Act 1986 (as amended or re-enacted from time to time) (the "**1986 Act**") or a scheme of arrangement with its creditors under section 425 of the Act or into any compromise agreement with its creditors generally; lodges, or its shareholders or officers (where relevant) lodge, a notice of intention to appoint an administrator or a notice of appointment of an administrator at the Court, in accordance with paragraphs 26 and 29 of Schedule B1 of the 1986 Act or it or its shareholders or officers (where relevant) make an application to the Court for an administration order under paragraph 12 of Schedule B1 to the 1986 Act or where an Administrator is appointed or where an Administration Order is made in respect of it ("Administrator" and "Administration Order" having the meanings attributed to them respectively by paragraphs 1 and 10 of Schedule B1 of the 1986 Act); has an Administrative Receiver (as defined by section 251 of the 1986 Act) or a Law of Property Receiver (appointed under section 109 of the Law of Property Act 1925) or any receiver appointed by the Court under the Supreme Court Act 1981 or any court appointed receiver or any other receiver appointed over any of its assets which, in the opinion of the Board, are material to that body's ability to fulfil its obligations; or ceases or forms an intention to cease wholly or substantially to carry on its business save for the purpose of reconstruction or amalgamation otherwise in accordance with a scheme of proposals which have previously been submitted to and approved in writing by the Board; has any distress, execution, sequestration or other process levied or enforced upon or issued against the property of that body, he or it (as applicable) is subject to the sanction of suspension at the absolute discretion of the Board. Upon the Board deciding in favour of suspension, such person or body or its Nominee shall not in respect of any share held by him or it be entitled, until such time as the circumstances set out above have ceased to apply in respect of such person or body, to: (i) attend or vote at any general meeting of the Company; (ii) exercise any other right conferred by holding a share in relation to any such meeting; or (iii) exercise any right of any nature conferred by the Company with regard to the holding of a share.

Forfeiture and Surrender

- 20 Save for the Professional Game Special Shareholder and the National Game Special Shareholder, the following shall not be entitled to be nor shall continue to be a Shareholder:
 - (a) any person who is, or may be, suffering from mental disorder and either:
 - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or any similar law of any jurisdiction; or

- (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs;
- (b) any person or body who is not specified as being entitled to hold a share pursuant to Articles 12 and 14 or ceases to be so entitled;
- (c) any person or body who is subject to Article 19 above and whom the Board decides, in its complete discretion, should be subject to the provisions of this Article 20;
- (d) in the case of an individual, any person who has a bankruptcy order made against him or is declared bankrupt by any court of competent jurisdiction or any person who makes any arrangement or composition with his creditors generally or applies for an interim order under section 253 of the 1986 Act in connection with a voluntary arrangement under the 1986 Act;
- (e) in the case of a company, unincorporated body or association, where its shareholders pass a resolution pursuant to section 84(1) of the 1986 Act to voluntarily wind it up; where it has a meeting of its creditors convened pursuant to section 95 or section 98 of the 1986 Act; where it has a winding up order made against it by a Court under section 122 of the 1986 Act or where a provisional liquidator is appointed over it under section 135 of the 1986 Act; or where an action is taken by the Registrar of Companies to strike that company off the register under section 652 of the Act; or
- (f) any person who holds a share as a Nominee and that person has ceased to be a member of the body in respect of which he is a Nominee, or the relevant organisation appoints a new Nominee or Nominees,

and any share held by such person or body shall be transferred as the Board may direct, failing which such share(s) shall be forfeited.

- 21 Save for the Professional Game Special Shareholder and the National Game Special Shareholder, the Company shall have the power by passing a resolution at a general meeting to determine that any Shareholder (including a Nominee) of the Company shall cease to be a Shareholder. Such resolution shall be carried if supported by 75% or more of those present and voting at the meeting. Such resolution shall take effect as from the conclusion of such meeting, or from such subsequent time as the said resolution may prescribe, and any share(s) held by any person or body subject to such resolution shall be transferred by such person or body as the Board may direct, failing which such share(s) shall be forfeited.
- 22 Subject to the provisions of the Act and these Articles and save for the Professional Game Special Shareholder and the National Game Special Shareholder, shares transferred as the Board directs or forfeited pursuant to Articles 20 and 21 shall be deemed to belong to the Company and may be cancelled, re-allotted or otherwise disposed of on such terms and in such manner as the Board determines. Where for the purposes of its re-allotment or disposal, a share is to be transferred to any person or body and where the holder of the share makes a default in transferring the share after having been bound aforesaid, the Board may authorise the Secretary to execute an instrument of transfer of each share to that person or body. Subject to Articles 12 and 14, the Company may register the transferee as holder of the share and an instrument of transfer so executed shall be effective as if it had been executed by the holder of the share and the title of the transferee shall not be affected by any irregularity or invalidity in the proceedings relating thereto.
- 23 A person or body, any of whose shares have been forfeited, shall cease to be a holder in respect of them and shall surrender to the Company for cancellation any certificate for the share(s) but shall remain liable to the Company for all moneys which at the date of forfeiture were presently payable by him to the Company in respect of those shares or otherwise.
- 24 Any person or body whose share(s) is/are forfeited under these Articles shall not in respect of the relevant share(s) from the time it is/they are deemed forfeited be entitled to attend or vote at any general meeting of the Company or to exercise any other right conferred by ownership of a share in relation to any such meeting.

- 25 Without prejudice to the provisions of any other Article, the forfeiture of a share shall involve the extinction at the time of forfeiture of all interest in and all claims and demands against the Company in respect of the share(s) and all other rights and liabilities incidental to the share as between the person whose share is forfeited and the Company, except only such of those rights and liabilities as are by these Articles expressly saved, or as are by the Act given or imposed in the case of past Shareholders.
- 26 The Board may accept the surrender of any share. A surrendered share shall be treated as if it had been forfeited.
- 27 A statutory declaration by a Director or the Secretary that a share has been duly forfeited or surrendered on a specified date shall be conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share and the declaration shall (subject to the execution of an instrument of transfer if necessary) constitute a good title to the share. Title to the share shall not be affected by any irregularity in, or validity of, the proceedings in reference to the forfeiture, surrender, sale, re-allotment or disposal of the share.

Transfer of Shares

- 28 The instrument of transfer of a share may be in any usual form or in any other form which the Board may approve. An instrument of transfer need not be under seal.
- 29 The Board may, in its absolute discretion and without giving any reason, refuse to register the transfer of a share (whether or not such share is fully paid), unless the transfer is from the Nominee of a person who is entitled to hold a share under Article 14 to another Nominee of the same person, or to that person, and the disclosure requirements under Article 15 have been complied with.
- 30 If the Board refuses to register the transfer, it shall within two months after the date on which the instrument of transfer was lodged with the Company send to the transferee notice of the refusal.
- 31 The registration of transfers of shares or of transfers of any class of shares may be suspended at such times and for such periods (not exceeding thirty days in any year) as the Board may determine.
- 32 No fee shall be charged for the registration of any instrument of transfer or other document relating to or affecting the title to any share.
- 33 The Company shall be entitled to retain any instrument of transfer which is registered, but any instrument of transfer which the Board refuses to register shall be returned to the person lodging it when notice of the refusal is given.

Alteration of Share Capital

- 34 The Company may by ordinary resolution:
- (a) increase its share capital by such sum to be divided into shares of such amount as the resolution prescribes; and
 - (b) cancel shares which, at the date of the passing of the resolution, have not been taken or agreed to be taken by any person and diminish the amount of its share capital by the amount of shares so cancelled.
- 35 Subject to the provisions of the Act, the Company may by special resolution reduce its share capital, any capital redemption reserve and any share premium account in any way.

Special Measures

- 36 (a) This Article 36 shall only apply in respect of the following provisions:
- (i) the definition of "Funding Formula" (in Article 2);
 - (ii) the definitions of "National Game Special Share", "Professional Game Special Share", "National Game Special Shareholder" and "Professional Game Special Shareholder" (in Article 2);

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- (iii) Articles 6 - 11 (relating to share capital);
 - (iv) Article 13 (relating to the National Game Special Shareholder and the Professional Game Special Shareholder);
 - (v) Articles 34 - 35 (alteration of share capital);
 - (vi) this Article 36 and Article 37 (Special Measures);
 - (vii) Article 57 (proceedings at general meetings);
 - (viii) Articles 76 - 114 (relating to Directors and the Funding Formula);
 - (ix) Articles 117 - 131 (relating to Council);
 - (x) Article 148 (relating to winding up);
 - (xi) Article 149 - 152 (relating to the procedures for determining the Rules); and
 - (xii) Article 153 (relating to the procedures for determining amendments to the Memorandum of Association and the Articles).
- (b) Notwithstanding any provision in the Articles to the contrary, any amendment to any of the following Articles, that is to say those listed in 36(a) above, (including the removal of, or any waiver or ratification of any breach of, any such Articles) shall be deemed to be a variation of the rights attaching to the Professional Game Special Share and accordingly upon: (i) the proposal of any resolution to amend any such Articles (or to remove, or to waive or ratify any breach of, any such Articles); and (ii) the Professional Game Special Shareholder being invited by the chairman of the meeting to cast the votes attached to the Professional Game Special Share on that resolution, the Professional Game Special Shareholder shall be entitled to cast, and shall have available to cast, against any such resolution (and, for the avoidance of doubt, only against such resolution) such number of votes either on a show of hands or on a poll, as shall be equal to the aggregate number of votes cast in favour of the resolution.
- (c) Save as set out in Articles 13, 36(b) and 57, the Professional Game Special Shareholder shall have no right to vote at a general meeting by virtue of being the holder of the Professional Game Special Share.
- (d) The Professional Game Special Share shall confer no right to participate in the capital or the profits of the Company.
- 37 (a) This Article 37 shall only apply in respect of the following provisions:
- (i) the definition of "Funding Formula" (in Article 2);
 - (ii) the definitions of "National Game Special Share", "Professional Game Special Share", "National Game Special Shareholder" and "Professional Game Special Shareholder" (in Article 2);
 - (iii) Articles 6 - 11 (relating to share capital);
 - (iv) Article 13 (relating to the National Game Special Shareholder and the Professional Game Special Shareholder);
 - (v) Articles 34 - 35 (alteration of share capital);
 - (vi) this Article 37 and Article 36 (Special Measures);
 - (vii) Article 57 (proceedings at general meetings);
 - (viii) Articles 76 - 114 (relating to Directors and the Funding Formula);
 - (ix) Articles 117 - 131 (relating to Council);
 - (x) Article 148 (relating to winding up);
 - (xi) Article 149 - 152 (relating to the procedures for determining the Rules); and
 - (xii) Article 153 (relating to the procedures for determining amendments to the Memorandum of Association and the Articles).

- (b) Notwithstanding any provision in the Articles to the contrary, any amendment to any of the following Articles, that is to say those listed in 37(a) above, (including the removal of, or any waiver or ratification of any breach of, any such Articles) shall be deemed to be a variation of the rights attaching to the National Game Special Share and accordingly upon: (i) the proposal of any resolution to amend any such Articles (or to remove, or to waive or ratify any breach of, any such Articles); (ii) the National Game Special Shareholder being informed by the chairman of the meeting that less than 50% of the National Game Shareholders voting in person or by proxy have cast their votes in favour of the resolution; and (iii) the National Game Special Shareholder being invited by the chairman of the meeting to cast the votes attached to the National Game Special Share on that resolution, the National Game Special Shareholder shall be entitled to cast, and shall have available to cast, against any such resolution (and, for the avoidance of doubt, only against such resolution) such number of votes either on a show of hands or on a poll, as shall be equal to the aggregate number of votes cast in favour of the resolution.
- (c) Save as set out in Articles 13, 37(b) and 57, the National Game Special Shareholder shall have no right to vote at a general meeting by virtue of being the holder of the National Game Special Share.
- (d) The National Game Special Share shall confer no right to participate in the capital or the profits of the Company.

General Meetings

- 38 All general meetings of the Company other than annual general meetings shall be called extraordinary general meetings.
- 39 The Board shall convene and the Company shall hold annual general meetings in accordance with the requirements of the Act.
- 40 Subject to the provisions of Article 39, the Board may call general meetings whenever and at such times and places as it shall determine and, on the requisition of Shareholders pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting in accordance with the requirements of the Act.

Business – Proposals

- 41 The Board shall be entitled to propose such business to a general meeting as it considers appropriate, including any amendment to these Articles, the Memorandum of Association or to the Rules (PROVIDED, and subject always to the provisions of the Act, that any proposal to amend the Rules, the Memorandum of Association or the Articles has the approval of Council as set out in Articles 150 and 153 respectively).
- 42 In the case of general meetings where it is proposed to amend the Rules, the Memorandum of Association or the Articles, not less than thirty-five clear days' notice shall be given by the Secretary to the Shareholders, such notice setting out the proposed changes to such documents and the date of the meeting. Notice of any proposed amendment to the proposed changes shall be given to the Secretary not less than twenty-eight clear days' prior to the date fixed for such general meeting. The Secretary shall give notice of such amendments to the Shareholders with the notice under Article 43.

Notice of General Meetings

- 43 An annual general meeting and an extraordinary general meeting shall be called by at least twenty-one clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
 - (a) in the case of an annual general meeting, by all those entitled to attend and vote; and
 - (b) in the case of any other meeting, by a majority in number of Shareholders having a right to attend and vote, being a majority together not holding less than 95% of the total voting rights at a general meeting.

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- 44 Subject to the provisions of these Articles and to any restrictions imposed on any shares, the notice shall be given to all the Shareholders, to each of the Directors, to the auditors for the time being of the Company and if required under the Act, the former auditors of the Company.
- 45 The notice shall specify the time and place of the meeting and shall, in the case of an annual general meeting, specify the meeting as such, and, in the case of a meeting to pass a special or extraordinary resolution, specify the intention to propose the resolution as a special or extraordinary resolution, as the case may be.
- 46 The notice shall state with reasonable prominence that a Shareholder entitled to attend and vote at the meeting being called is entitled to appoint a proxy to attend and vote instead of him, and that a proxy need not also be a Shareholder.
- 47 The accidental omission to give notice of a meeting to any person entitled to receive the same, or the non-receipt of a notice of meeting by any such person, shall not invalidate the proceedings at that meeting. Notice of a general meeting shall be deemed to have been given to any Nominee if sent to a business address of the body set out under Article 12 entitled to the share and on whose behalf the Nominee has been appointed as Nominee under Article 15.

Proceedings at General Meetings

- 48 No business shall be transacted at any general meeting unless a quorum is present, but the absence of a quorum shall not preclude the choice or appointment of a chairman of the meeting, which shall not be treated as part of the business of the meeting. Ten or more Shareholders entitled to vote upon the business to be transacted, each being a Shareholder or a proxy for a Shareholder or a duly authorised representative of a corporation, shall be a quorum.
- 49 If such a quorum is not present within thirty minutes from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting, if convened on the requisition of Shareholders, shall be dissolved, and in any other case shall stand adjourned to such time and place as the chairman of the meeting may determine.
- 50 If at the adjourned meeting there are less than ten Shareholders present, they shall have power to decide on all matters which might have been disposed of at the meeting from which the adjournment took place if a quorum had been present thereat PROVIDED THAT at least three days' notice has been given to the Shareholders of such adjournment in order to enable special business to be transacted thereat by less than a quorum.
- 51 The Chairman or in his absence, a Vice-Chairman (or in his absence any other Director) nominated by the Board shall preside as chairman at a general meeting.
- 52 If at any meeting neither the Chairman nor a Vice-Chairman nor such other nominated Director (if any) is present within fifteen minutes after the time appointed for holding the meeting, the Shareholders present and entitled to vote shall choose one of their number to be chairman of the meeting.
- 53 The chairman of the meeting may with the consent of the meeting (and shall if so directed by the meeting) adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business which might properly have been transacted at the meeting had the adjournment not taken place.
- 54 The chairman of the meeting may at any time without the consent of the meeting adjourn any meeting (whether or not it has commenced or a quorum is present) either without setting a time or to another time or place where it appears to him that:
- (a) the Shareholders wishing to attend cannot be conveniently accommodated in the place appointed for the meeting; or
 - (b) the conduct of persons present prevents or is likely to prevent the orderly continuation of business; or
 - (c) an adjournment is otherwise necessary so that the business of the meeting may be properly conducted.

- 55 If an amendment shall be proposed to any resolution under consideration but shall in good faith be ruled out of order by the chairman of the meeting, the proceedings on the substantive resolution shall not be invalidated by any error in such ruling. With the consent of the chairman of the meeting, an amendment may be withdrawn by its proposer before it is voted upon. In the case of a resolution duly proposed as a special or extraordinary resolution, no amendment thereto (other than a mere clerical amendment to correct a patent error) may in any event be considered or voted upon.
- 56 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands, a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded by:
- (a) the chairman of the meeting; or
 - (b) not less than five Shareholders present personally or by proxy having the right to vote at the meeting; or
 - (c) by Shareholders, present personally or by proxy, representing not less than one tenth of the total voting rights of all the Shareholders entitled to vote at the meeting.
- 57 Upon any resolution to amend all or any of the Articles listed in Articles 36(a) and/or 37(a) of these Articles or for the removal of, or waiver or ratification of any breach of, any of those Articles:
- (a) whether on a show of hands or on a poll, when the votes cast on that resolution have been counted, the chairman of the meeting, before any declaration of the result of that vote, shall immediately inform whichever of the Professional Game Special Shareholder and the National Game Special Shareholder is/are present at that meeting: (i) of the number of abstentions on, and of the number of votes cast in favour of, and of those cast against, the resolution; and (ii) of the number of votes cast in favour by the National Game Shareholders whether in person or by proxy;
 - (b) the chairman of the meeting shall then invite the Professional Game Special Shareholder and the National Game Special Shareholder to cast the votes attached to their respective shares on that resolution, whereupon the Professional Game Special Shareholder and the National Game Special Shareholder may cast the votes attached to their respective shares on that resolution; and
 - (c) any votes cast by the Professional Game Special Shareholder and/or the National Game Special Shareholder shall be counted and taken into account by the chairman of the meeting in deciding whether the resolution has been passed or has been lost.
- 58 Unless a poll is duly demanded, a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously, or by any particular majority or lost or not carried by a particular majority, and an entry to that effect made in the minutes of the proceedings of the meeting, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 59 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairman of the meeting and a demand so withdrawn shall not be taken to have invalidated the result of any show of hands declared before any demand was made.
- 60 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting shall be entitled to a casting vote in addition to any other vote he may have.
- 61 A poll demanded on the election of a chairman of the meeting or on a question of adjournment shall be taken forthwith. A poll on any other matter shall be taken in such manner and either forthwith, or at such time after the date of the meeting, as may be determined by the chairman of the meeting and the result of such poll shall be deemed to be the resolution of the Company in general meeting. Without prejudice to the power of the chairman of the meeting to take a poll in such manner as may be determined, a poll may be taken by the display of voting cards sent or provided to Shareholders or holders of proxy votes for such purpose; and, in such event, a voting card shall be issued to each Shareholder present in person in respect of the vote and a separate voting card shall be issued to each proxy in respect of the number of votes exercisable by the person as proxy. A scrutineer or scrutineers (who need not be Shareholders) shall be appointed by the

chairman of the meeting and the result of the voting thereby ascertained shall be deemed the resolution of the meeting on the subject in question.

- 62 A demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded.
- 63 No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 64 Where for any purpose an ordinary resolution of the Company is required, a special or extraordinary resolution shall also be effective and where for any purpose an extraordinary resolution is required a special resolution shall also be effective.

Votes of Shareholders

- 65 Subject to any rights or restrictions attached to any shares, on a show of hands each Shareholder who is present in person or by proxy shall have one vote and on a poll each Shareholder present in person or by proxy shall have one vote for every share of which he is the holder.
- 66 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting or poll at which the vote objected to is tendered, and every vote not disallowed at such meeting shall be valid. Any objection made in due time shall be referred to the chairman of the meeting whose decision shall be final and conclusive.
- 67 On a poll votes may be given either personally or by proxy. A Shareholder entitled to more than one vote need not, if he votes, use all his votes or cast all the votes he uses in the same way.
- 68 If any votes are given or counted at a general meeting which shall afterwards be discovered to be improperly given or counted, the same shall not affect the validity of any resolution or thing passed or done at the said meeting, unless the objection to such votes be taken at the same meeting, and not in that case, unless the chairman of the meeting shall then and there decide that the error is of sufficient magnitude to affect such resolution or thing passed or done.

Proxies and Corporate Representatives

- 69 A proxy need not be a Shareholder.
- 70 The instrument appointing a proxy shall be executed by or on behalf of the appointer and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Directors may approve):

"The Football Association Limited

I/We,, of being a shareholder of the above-named company, hereby appoint the chairman of the meeting/.....

*[1] of, or failing that person, of, as proxy to attend and vote on my/our behalf at the annual/ extraordinary general meeting of the company to be held on, and at any adjournment thereof.

Signed Dated.....

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No.1 *for*against [2]

Resolution No.2 *for*against.

*Strike out to indicate choice [1] between the chairman of the meeting or a different named person [2] as to whether to vote for or against on a particular resolution. Unless otherwise instructed, the proxy may vote as is thought fit or abstain from voting."

- 71 Delivery of an instrument appointing a proxy shall not preclude a Shareholder from attending and voting in person at the meeting or poll concerned, in which case any proxy shall be invalid.
- 72 The instrument appointing a proxy and any power of attorney or other written authority under which it is executed or an office or notarially certified copy or a copy certified in accordance with the Powers of Attorney Act 1971 of such power or written authority shall:
- (a) be deposited at the registered office of the Company or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Company in relation to the meeting or, if the Directors decide to accept proxy forms electronically, in the manner in which they specify, not less than forty eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
 - (b) in the case of a poll taken more than forty eight hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than twenty four hours before the time appointed for the taking of the poll; or
 - (c) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman of the meeting or to the Secretary or to any Director; and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid. No instrument of proxy shall be valid after the expiration of two months from the date stated in it as the date of its execution. When two or more valid but differing instruments of proxy are delivered in respect of the same share for use at the same meeting, the one which was delivered last (regardless of its date or of the date of its execution) shall be treated as replacing and revoking the others as regards that share; if the Company is unable to determine which was delivered last, none of them shall be treated as valid in respect of that share.
- 73 The instrument of proxy shall, unless the contrary is stated in it, be deemed to confer authority to vote as the proxy thinks fit on any amendment of a resolution put to the meeting for which the proxy is given and on any resolution put to the meeting, whether or not notice of such resolution was given in the notice of meeting. The instrument of proxy shall, unless the contrary is stated therein, be valid as well for any adjournment of the meeting as for the meeting to which it relates. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- 74 Any corporation or corporation sole which is a Shareholder of the Company may authorise such person as it thinks fit to act as its representative at any meeting of the Company or at any separate meeting of the holders of any class of shares. A person so authorised shall be entitled to exercise the same power on behalf of the grantor of the authority as the grantor could exercise if it were an individual Shareholder of the Company and the grantor shall for the purposes of these Articles be deemed to be present in person at any such meeting if a person so authorised is present at it.
- 75 A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Company at its registered office (marked "Urgent, for the attention of the Secretary") or at such other place at which the instrument of proxy was duly deposited not less than forty eight hours before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

Appointment and Retirement of Directors

- 76 The number of Directors shall be no more than twelve as provided for in Article 77.
- 77 The following shall be Directors of the Company:

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- (a) the Chairman, when appointed by Council pursuant to Articles 78 to 82;
 - (b) up to five National Game Representatives as elected pursuant to Articles 84 to 87;
 - (c) up to five Professional Game Representatives as appointed pursuant to Articles 88 and 89; and
 - (d) the Chief Executive.
- 78 The Chairman shall be nominated (in writing on or before 30 April for a Summer Meeting or 21 days or more before the date of any other meeting of Council) by the Nominations Committee, endorsed by the Board and appointed by Council. Neither at the time of his appointment, nor twelve months prior thereto, shall such a person be or have been the Supporters' Representative or a Member of Council or be or have been an employee, director or officer (other than in an honorary position) of, or have or have had a Material Business Relationship with, a Competition (or any body which administers a Competition), a County Association, an Other Football Association, an Affiliated Organisation, a Full Member Club, an Associate Member Club, FIFA, UEFA (or any of its members, associations or confederations) or The Association (other than in his capacity as the Chairman) and he shall not take up any such positions after the date of his appointment until his retirement, removal or vacation from that office. Any dispute about whether or not a person complies with the eligibility criteria set out above will be resolved by the Board, whose decision on the matter shall be final.
- 79 Subject to Articles 99 and 100 and as provided in this Article, the term of office of the Chairman shall be three years. No person may be the Chairman for more than two terms. Where appointed at a Summer Meeting, the first term shall be deemed to have commenced at the date of the Summer Meeting. Where appointed at any other time, the term of office shall be deemed to have commenced at the date of the next Summer Meeting.
- 80 Subject to Board approval, at the end of his first term, a Chairman shall be eligible for re-appointment without further nomination if he offers himself for re-appointment on or before 1 January in that year and other candidates may be proposed by the Nominations Committee and the Board to Council in writing on or before 30 April, if such appointment is to take place at a Summer Meeting. If the Chairman is to be appointed at any other meeting of Council other than a Summer Meeting, candidates shall be proposed by the Nominations Committee and the Board 21 days or more before the date of the meeting at which the appointment is to take place.
- 81 Council shall have the power to remove the Chairman from his office at any time if a proposal at a meeting of Council to do so is supported by 66% or more of those present and voting.
- 82 Any vacancy arising upon the death, retirement due to age, removal or any other such vacation from office of the Chairman under these Articles (save for where a Chairman is retiring at the end of his first term) shall be filled: (i) as soon as practicable at an extraordinary meeting of Council convened pursuant to the Standing Orders; and (ii) pursuant to Articles 78 and 79. Prior to such appointment for a new Chairman at the extraordinary meeting of Council, a Vice-Chairman (if he is a Director) appointed by the Board, and if he is not a Director any other Director appointed by the Board, shall act as Chairman of The Association. For the avoidance of doubt, any acting Chairman of The Association shall only hold such a position until the new Chairman is appointed or until he himself is removed or resigns as a Director or if the Board resolves to appoint another acting Chairman, whichever is the earlier.
- 83 During his term of office, the Chairman shall:
- (a) chair meetings of the Board, general meetings of The Association and meetings of Council, pursuant to these Articles and the Standing Orders, as appropriate; and
 - (b) carry out such other representative, ceremonial and ambassadorial roles as the Board shall determine from time to time.

Where the Chairman is unable at any time to carry out any of his duties above, then a Vice-Chairman shall, subject to any other provisions in the Articles, carry out such duty or duties in his place.

- 84 Subject to the maximum set out in Article 77(b), and Articles 99 and 100, the following provisions will apply in respect of the election of National Game Representatives to the Board:
- (a) up to five National Game Representatives shall be elected to the Board by those National Game Representatives present at the Summer Meeting to replace or re-elect, those members of the Board retiring pursuant to Article 84(b); and
 - (b) a National Game Representative shall serve on the Board for a maximum period of three years from the date of his election, at the expiry of which he shall retire, upon which he shall be eligible for re-election without further nomination for further terms of three years each.
- 85 Save for where a National Game Representative is to retire at the end of his term pursuant to Article 84 above, any vacancy arising upon death or retirement due to age or removal or any other such vacation from the Board of a National Game Representative under the Articles shall be filled at the next scheduled meeting of Council.
- 86 Where elected at a Summer Meeting, the first term for a National Game Representative shall be deemed to have commenced at the date of the Summer Meeting. Where elected at any other time, his term of office shall be deemed to have commenced at the date of such election, save and except that, solely for the purposes of determining when he is to retire pursuant to Article 84(b), his term of office shall be deemed to have commenced on the date of (the most recent) election of the National Game Representative he has replaced.
- 87 Nominations and the procedure for National Game Representatives to be elected or re-elected to the Board shall take place on the following basis:
- (a) where it is so required for a position on the Board, nominations proposed and seconded by other National Game Representatives shall be given to the Secretary in writing up to the end of the month prior to month in which the meeting is to be held;
 - (b) each candidate must put himself forwards for election to fill any vacancy arising, irrespective of whether the vacancy has arisen due to retirement, removal or otherwise; and
 - (c) election (or re-election) by the National Game Representatives shall be by ballot, save where there are fewer candidates than positions vacant, in which case that or all candidate(s) shall be elected. Where there are more candidates than positions vacant, the candidate who first receives more than 50% of the votes of those present and voting shall be elected and the ballot shall continue for the remaining vacant positions on the same basis, so that in each case a candidate must receive more than 50% of the votes. Where there are more candidates than positions vacant and no candidate in any ballot achieves more than 50% of the votes or if no candidate achieves more than 50% of the votes and two or more candidates have equal votes, then the candidate who receives the least votes shall withdraw, and in the event that there is more than one candidate who receives the lowest number of votes, there shall be a ballot to determine who should withdraw. A further ballot or ballots shall then be taken until one candidate is elected, so long as that candidate achieves more than 50% of the votes.
- 88 Subject to Articles 99 and 100, the following provisions will apply in respect of the appointment of Professional Game Representatives to the Board:
- (a) at each Summer Meeting, up to five Professional Game Representatives are to be appointed to the Board in writing, of which up to three shall be appointed by The FA Premier League and up to two shall be appointed by The Football League; and
 - (b) upon the retirement of a Professional Game Representative at every Summer Meeting pursuant to Article 88(a) above, such representatives shall be eligible for re-appointment.

- 89 Save for where a Professional Game Representative is to retire at the end of his term pursuant to Article 88 above, any vacancy arising upon death, retirement due to age, removal or any other such vacation from the Board of a Professional Game Representative under the Articles shall be filled by The FA Premier League or The Football League respectively, by notifying the Board in writing within one month after the date of the vacancy arising. Subject to Articles 99 and 100, a person so appointed pursuant to this Article shall hold office only for the period of appointment of the person he is replacing.

Funding Formula

- 90 (a) In Article 90(b), the following definitions shall apply:
- (i) Accounting Year means the period from and including 1 January to 31 December in any calendar year;
 - (ii) Distributable Surplus means Income less (1) Expenditure; (2) the Retention; and (3) the Wembley Retention;
 - (iii) Exceptional Items means any exceptional and unexpected items identified by the Board from time to time requiring funding by the Board in any Accounting Year (which items shall be included within the Retention);
 - (iv) Expenditure means the aggregate of the total cost of sales and the total expenditure, in each case incurred by The Association in an Accounting Year, as determined by the Board from time to time by reference to the budget as adjusted by the audited accounts of The Association for such Accounting Year;
 - (v) Income means the total income arising from the activities and operations of The Association in an Accounting Year, as determined by the Board from time to time by reference to the budget as adjusted by the audited accounts of The Association for such Accounting Year;
 - (vi) Initial Surplus means the sum of £65,077,000;
 - (vii) Retention means in relation to an Accounting Year such amount as the Board in its absolute discretion deems necessary to retain for application to capital projects or projected expenditure, to cover contingent liabilities or expenses or to provide for the reserves of The Association PROVIDED THAT, other than in relation to Exceptional Items, such amount shall not exceed 10% of the Income less Expenses in such Accounting Year.
 - (viii) Wembley Retention means in relation to an Accounting Year any amount not included in Expenses or the Retention, which the Board in its absolute discretion deems necessary to apply towards the completion of the construction of and the financing and refinancing of the construction, repair and development of Wembley Stadium.
- (b) Subject to Article 90(c), where the Distributable Surplus in any Accounting Year is equal to or exceeds the Initial Surplus, the Initial Surplus shall be allocated so that the National Game shall receive £32,432,000 of the Distributable Surplus and the Professional Game shall receive £32,645,000 of the Distributable Surplus. Any excess Distributable Surplus over the Initial Surplus (the "**Excess Surplus**") shall be allocated between the National Game and the Professional Game so that the National Game shall receive 50% of the Excess Surplus and the Professional Game shall receive 50% of the Excess Surplus.
- (c) Nothing in this Article shall oblige the Board to make any payment or enter into any commitment which would have the effect of The Association becoming insolvent.
- (d) The Board shall agree with and provide to the National Game Board and the Professional Game Board respectively a budget for the Accounting Year setting out the calculations referred to in this Article 90 as soon as practicable in order to enable interim payments of Distributable Surplus to be made at the Board's discretion during such Accounting Year, such payments to be subject to adjustment after completion of the audited accounts of The Association for such Accounting Year.

Powers of the Board

- 91 The affairs of the Company shall be managed by the Board which may exercise all the powers of the Company and do, on behalf of the Company, all such acts as may be exercised and done by the Company, subject always to the provisions of the Act and these Articles. The Board shall be responsible for (without limitation to the general powers referred to):
- (a) taking such decisions and actions as the Board considers appropriate in managing the affairs of the Company including without limitation appointing or removing from office of the Chief Executive, and determining the terms of service of the Chairman (subject to Articles 79 to 83) and the Chief Executive;
 - (b) all financial matters, including implementing the Funding Formula and approving the operating budgets and business plans of the Professional Game Board, the National Game Board and the Football Regulatory Authority;
 - (c) creating, developing and implementing The Association's overall strategy and specific strategies (including, but not limited to, coaching) and reporting on the same to Council;
 - (d) taking advice from the Professional Game Board, the National Game Board, The Disability Advisory Group and/or The Race Equality Advisory Group on all relevant matters under their consideration;
 - (e) reporting to and proposing strategic plans to Council;
 - (f) making decisions upon any and all matters of policy or procedure to be followed by The Association and setting The Association's values and standards;
 - (g) making any such regulations or rules of the Board, together with any amendments to those regulations or rules as it sees fit; and
 - (h) exercising all such powers of the Company as may be required to give effect to the objects as described in the provisions of the Memorandum of Association and which are not by statute or these Articles specifically required to be done or exercised by the Company in general meeting or by Council.
- 92 No alteration of the Memorandum of Association or these Articles or direction given by special resolution or otherwise by the Company in general meeting or decision of Council shall invalidate any prior act of the Board which would have been valid if that alteration had not been made, that direction had not been given or that decision had not been made.

Delegation of Powers of the Board

- 93 The Board may delegate any of its powers to such committees, divisions, boards, groups or such other bodies consisting of one or more Directors or others, or to the Chief Executive, or to any other person holding any other executive office as it sees fit. Any such delegation may be made subject to any conditions as the Board may impose, and either collaterally with or to the exclusion of its own powers and may be revoked or altered. Such committees, divisions, boards, groups or such other bodies may in turn delegate to a sub-committee or such other bodies and on such terms as it considers appropriate.
- 94 The following, without limitation, shall be committees of the Board:
- (a) the Audit Committee;
 - (b) the Nominations Committee;
 - (c) the Remuneration Committee;
 - (d) the National Game Board, pursuant to Article 97; and
 - (e) the Professional Game Board, pursuant to Article 98.
- 95 The Board may, by power of attorney or otherwise, appoint any person to be the agent of the Company for such purposes and on such conditions as the Board shall determine, including authority for the agent to delegate all or any of his powers.

- 96 The Board may appoint any person to any office or employment having a designation or title including the word "director" or attach to any existing office or employment with the Company such a designation or title and may terminate any such appointment or the use of any such designation or title. The inclusion of the word "director" in the designation or title of any such office or employment shall not imply that the holder is a director of the Company, nor shall the holder thereby be empowered in any respect to act as, or be deemed to be, a director of the Company for any of the purposes of these Articles, save pursuant to a delegation of power pursuant to Article 93.
- 97 The remit of the National Game Board shall be as set out by the Board in the terms of reference of the National Game Board from time to time and the members of the National Game Board shall be:
- (a) the National Game Representatives on the Board from time to time;
 - (b) one representative appointed jointly by The English Schools' Football Association and the Independent Schools' Football Association (the "**Schools' Committee Member**");
 - (c) eight National Game Representatives who are not the National Game Representatives on the Board (the "**Council Committee Members**"); and
 - (d) any other person appointed in accordance with the terms of reference of the National Game Board from time to time.

Any appointment or removal of the Schools' Committee Member shall be notified in writing to the Secretary by both the English Schools' Football Association and the Independent Schools' Football Association from time to time. Where there is no agreement, the Board shall determine who shall, or who shall not, act as the representative.

At Summer Meetings of Council, the Council Committee Members shall be elected for terms of three years following the same procedures as apply for National Game Representatives on the Board pursuant to Articles 84 to 87, including those procedures which apply to vacancies pursuant to Article 85. An elected Council Committee Member who is retiring by rotation shall be eligible for re-election without further nomination, and any other candidates shall be proposed and seconded by other National Game Representatives to the Secretary in writing up to the end of the month prior to the month in which the meeting is to be held (save that any candidate put forward as a National Game Representative on the Board for election at the same meeting shall be deemed also to be a candidate for the National Game Board if not successful in the Board election).

- 98 The remit of the Professional Game Board shall be as set out by the Board in the terms of reference of the Professional Game Board from time to time. The members of the Professional Game Board shall be the following:
- (a) four members appointed by The FA Premier League (each a "**FAPL Committee Member**"). A FAPL Committee Member may be a person who is: (i) a director or an officer of a football club in membership of The FA Premier League; (ii) a Professional Game Representative; or (iii) the chairman, chief executive officer or other officer of The FA Premier League, PROVIDED ALWAYS THAT at least two FAPL Committee Members are Professional Game Representatives; and
 - (b) four members appointed by The Football League (each a "**FL Committee Member**"). A FL Committee Member may be a person who is: (i) a director or an officer of a football club in membership of The Football League; (ii) a Professional Game Representative; or (iii) the chairman, chief executive officer or other officer of The Football League, PROVIDED ALWAYS THAT at least two FL Committee Members are Professional Game Representatives.

Disqualification and Removal of Directors

- 99 No person may be a Director who has attained the age of seventy years save that a serving Director shall retire at the conclusion of the annual general meeting after attaining the age of seventy years.

- 100 The office of a Director shall be vacated if:
- (a) he ceases to be a Director by virtue of any provision of the Act or he becomes prohibited by law from being a director; or
 - (b) he ceases to hold the position or office by virtue of which he became eligible to be a Director, including (where applicable) where he ceases to be a Member of Council; or
 - (c) he is removed by the Shareholders of the Company by a majority vote; or
 - (d) being the Chairman, he is removed pursuant to Article 81;
 - (e) being a Professional Game Representative on the Board, he is removed by whichever of The FA Premier League or The Football League appointed him in writing to the Board; or
 - (f) he has a bankruptcy order made against him or is declared bankrupt by any court of competition jurisdiction or where he makes any arrangement or composition with his creditors generally or applies for an interim order under section 253 of the 1986 Act in connection with a voluntary arrangement under the 1986 Act;
 - (g) he dies or he is, or may be, suffering from mental disorder and either:
 - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or any similar law in any jurisdiction; or
 - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
 - (h) he resigns his office by notice to the Company; or
 - (i) he no longer complies with the provisions of any regulations of The Association relating to "Fit and Proper Persons" as shall be in force from time to time pursuant to paragraph J(1)(f) of the Rules; or
 - (j) he is absent for more than six consecutive months from Board meetings without the permission of the Board; or
 - (k) he is subject of a decision of The Association, UEFA or FIFA that he be suspended permanently or for a specified period from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or statutes of UEFA or FIFA (as appropriate).

Remuneration and Expenses of Directors

- 101 Subject to any recommendation from the Remuneration Committee and approval from Council, only the Chairman and the Chief Executive may be paid such remuneration or extra remuneration by way of salary, commission or otherwise as the Board may determine.
- 102 The Directors may be paid an attendance allowance in respect of his attendance at meetings of the Board at a level determined by the Board, together with all travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of the Board or otherwise in connection with the discharge of their duties.

Directors' Interests

- 103 Subject to the provisions of the Act, and PROVIDED THAT he has disclosed to the Board the nature and extent of his interest, a Director, notwithstanding his office:
- (a) may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise interested or involved;
 - (b) may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the Company or in which the Company is otherwise interested or involved; and

- (c) shall not, by reason of his office, be accountable to the Company for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.
- 104 For the purposes of Article 103;
- (a) a general notice given to the Board that a Director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class or persons is interested shall be deemed to be a disclosure that the Director has an interest in any such transaction of the nature and extent so specified; and
- (b) an interest of which a Director has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his.

Proceedings of Directors

- 105 Subject to the provisions of these Articles, the Board may regulate its proceedings as it thinks fit. On any resolution, each Director shall have one vote save for as set out below at Articles 108 and 113;
- 106 The Chairman or, in his absence, a Vice-Chairman (if he is a Director) appointed by the Board or, in his absence, such other Director appointed by the Board shall act as the chairman of meetings of the Board.
- 107 The quorum for a meeting of the Board shall be five, one of whom must be either the Chairman or the Chief Executive, one of whom must be a National Game Representative and one of whom must be a Professional Game Representative, and all of whom may participate in a meeting pursuant to Article 112, for the purposes of ensuring a quorate meeting.
- 108 At all meetings or any part thereof, voting rights shall be equal as between the National Game Representatives on the Board and the Professional Game Representatives on the Board. Where there are unequal numbers of National Game Representatives on the Board and the Professional Game Representatives on the Board present at a meeting (or for any part of a meeting), or where any National Game Representative or Professional Game Representative (as the case may be) has become chairman of the meeting in the Chairman's absence, pursuant to Article 106 above, then the chairman of the meeting shall determine the mode of voting, always subject to the overriding principle of equality of votes.
- 109 All acts done by a meeting of the Board, or of a committee of the Board, or by a person acting as a Director shall, notwithstanding that it afterwards be discovered that there was a defect in the appointment of any Director or that any of them was disqualified from holding office, or had vacated office, or was not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Director and had been entitled to vote. For these purposes, a Director may be appointed as an alternate for another Director, PROVIDED THAT such alternate is given in such form as complies with the requirements for alternates of Directors as shall be determined from time to time by the Board.
- 110 A meeting of the Board at which a quorum is present may exercise all powers exercisable by the Board.
- 111 At least 7 clear days' notice of a meeting shall be required to be given to the Directors save where each Director agrees in writing to shorter notice. A resolution in writing signed by all the Directors entitled to receive notice of a meeting of the Board or of a committee of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board or (as the case may be) a committee of the Board duly convened and held and may consist of several documents in the like form each signed by one or more Directors.
- 112 A meeting of the Board or of a committee of the Board may consist of a conference between Directors who are not all in one place, but of whom each is able (directly or by telephonic

communication or by any other communication equipment) to speak to each of the others, and to be heard by each of the others simultaneously. A Director taking part in such a conference shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly. Such a meeting shall be deemed to take place where the chairman of the meeting then is. The word "meeting" in the Articles shall be construed accordingly.

- 113 Where a Director directly or indirectly has either: (i) a material personal interest; (ii) a material commercial interest; or (iii) a duty, which conflicts or may conflict with the interests of the Company, (which is to include any decision made in respect of that Director pursuant to Article 100) he shall declare it on or before the commencement of the meeting and shall not be entitled to vote on any resolution concerning that matter, save where authorised by a resolution of the Board passed by the members of the Board other than the Director so interested and in respect of which, Article 108 shall not apply. A Director shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote.
- 114 If a question arises at a meeting of the Board or of a committee of the Board as to the right of a Director to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any Director other than himself shall be final and conclusive.

Secretary

- 115 Subject to the provisions of the Act, the Secretary shall be appointed by the Board for such term, at such remuneration and upon such conditions as they may think fit.

Minutes

- 116 The Board shall cause minutes to be made in books kept for the purpose of recording all proceedings at meetings of the Company, and of the Board and of such committees, divisions, boards, groups and other bodies of the Board, including the names of the Directors present at each such meeting.

Council

- 117 (a) There shall be a body known as "The Council of The Football Association" which shall be constituted according to this Article.
- (b) The following shall be Members of Council:
- (i) the Chairman, when so appointed by Council;
 - (ii) six Vice-Presidents as elected by Council (who may also be Members of Council appointed pursuant to (iii) to (ix) below);
 - (iii) the representatives of The FA Premier League as appointed pursuant to these Articles;
 - (iv) the representatives of The Football League as appointed pursuant to these Articles;
 - (v) the representatives of the County Associations as appointed pursuant to these Articles;
 - (vi) the representatives of the Other Football Associations as appointed pursuant to these Articles;
 - (vii) the representatives of the Affiliated Organisations as appointed pursuant to these Articles;
 - (viii) the Supporters' Representative, when so appointed by Council;
 - (ix) the representatives of the Divisions as appointed pursuant to these Articles;
 - (x) the Chief Executive; and
 - (xi) all Life Members and Life Vice-Presidents (who may also be Members of Council appointed pursuant to (iii) to (ix) above). A Member of Council shall become a

Life Member on completion of twenty years' service (whether continuous or discontinuous) as a Member of Council PROVIDED ALSO THAT he has attained the age of seventy-two years. After completing two years as a Life Member, he shall become a Life Vice-President. An elected Vice-President shall immediately become a Life Vice-President on meeting the criteria of Life Membership. A past Chairman may be appointed by Council as a Life Vice-President upon his relinquishing the Chair.

- 118 The FA Premier League and The Football League shall each be entitled to appoint up to eight representatives to Council. A representative of The FA Premier League or The Football League shall be a person who is a director of a football club in membership of The FA Premier League or The Football League respectively or the chairman, chief executive officer or other officer of either of those respective companies.
- 119 The Football Conference shall be entitled to appoint up to two representatives to Council. The representatives of The Football Conference shall be a person who is a director of a football club in membership of The Football Conference, a member of the management committee of an unincorporated member of The Football Conference or the chairman, chief executive officer or other officer of The Football Conference.
- 120 The Isthmian League, The Northern Premier League and The Southern League shall each be entitled to appoint one representative to Council. A representative of The Isthmian League, The Northern Premier League and The Southern League shall be a person who is a director of a football club in membership of The Isthmian League, The Northern Premier League and The Southern League respectively, a member of the management committee of an unincorporated member of The Isthmian League, The Northern Premier League or The Southern League or the chairman, chief executive officer or other officer of any of those respective companies.
- 121 Each County Association that has been such for the previous three years and has had 50 or more football clubs in membership for at least one year (the provisions of Article 14(d) applying in relation to what shall qualify as a football club in membership) shall be entitled to appoint annually one representative to Council.
- 122 Each of The University of Oxford Football Association, The University of Cambridge Football Association, The Amateur Football Alliance, The English Schools' Football Association, The Independent Schools' Football Association, The Army Football Association, The Royal Navy Football Association, The Royal Air Force Football Association, The League Managers' Association, The Professional Footballers' Association, The Referees' Association, The Disability Advisory Group and The Race Equality Advisory Group shall be entitled to appoint annually one representative to Council.
- 123 The Women's Football Conference shall be entitled to appoint annually up to two representatives to Council.
- 124 The Supporters' Representative shall be the individual elected to represent the interests of supporters, by way of a process approved by the Council Membership Panel, and appointed annually by Council from time to time.
- 125 The Divisions shall each be entitled to appoint annually one club representative (each hereinafter known as a "Divisional Representative") to Council in accordance with the Standing Orders.
- 126 Save for the Chairman, the Chief Executive, Life Members and Life Vice-Presidents, each representative appointed under Article 117 shall serve as a Member of Council from the date of appointment (which shall, save for Articles 127 and 128 take place in June but always on a date before the date of the Summer Meeting), until midnight on the day before the Summer Meeting in the following year or the date of his replacement or vacation of office if earlier and (subject to any provisions as set out in the Standing Orders in respect of age limits or otherwise) such representatives shall be eligible for re-appointment.
- 127 If any Member of Council is appointed pursuant to Articles 118 to 125 and subsequently becomes a Life Member or a Life Vice-President, he shall only be able to vote in his capacity

as a representative of the organisation which so appointed him and not in his capacity as a Life Member or a Life Vice-President PROVIDED THAT, if such organisation elects for him to cease to be its voting representative, as it may do so (and such election is to be final), then it may appoint a replacement to become a voting Member of Council who shall serve for the period of appointment of the person being replaced.

- 128 If any Member of Council is appointed pursuant to Articles 118 to 125 and subsequently is elected as a Vice-President, he shall only be able to vote in his capacity as a representative of the organisation which so appointed him and not in his capacity as a Vice-President PROVIDED THAT, if such organisation elects for him to cease to be its voting representative, as it may do so (and such election is to be final), then it may appoint a replacement to become a voting Member of Council who shall serve for the period of appointment of the person being replaced.
- 129 On the death, resignation or removal or vacation from office (otherwise than as set out in Articles 127 and 128 above) of any representative, the organisation by which the representative was appointed under these Articles, shall have the power to appoint a new representative as a replacement. Such replacement shall serve for the period of appointment of the person being replaced.
- 130 Notwithstanding the power of the Board to manage The Association as reserved in Article 91, Council shall have the following powers:
- (a) to manage all matters relating to:
 - (i) the operation of the Football Regulatory Authority and the Judicial Panel, and where appropriate, appointments to the Judicial Panel, pursuant to financial and other arrangements agreed with the Board;
 - (ii) the control and management of the National League System and the leagues beneath the National League System;
 - (iii) the criteria for membership of The Association;
 - (iv) the sanction of competitions and matches in England and overseas and the status and registration of players;
 - (v) the registration, control and development of refereeing;
 - (vi) the privileges of Members of Council and in particular issues of protocol, travel, seating and hospitality at matches;
 - (vii) the development of women's football;
 - (viii) youth football and the county youth cup competitions;
 - (ix) the composition of the committees of Council; and
 - (x) the appointment, re-appointment or removal of the Chairman and any other elections or appointments (as required) in respect of positions on Council;
 - (b) to approve changes to the composition of Council (subject to the approval of the Board and the provisions of the Act);
 - (c) to approve and recommend to the Shareholders proposed amendments to the Memorandum of Association, the Articles and the Rules (subject to the approval of the Board and the provisions of the Act);
 - (d) to make or alter such regulations as are deemed necessary to provide for matters arising from or to implement the Rules in so far as any such regulation is not in conflict with any Rule;
 - (e) to debate any current and significant issues relating to football;
 - (f) to amend and/or make Standing Orders regulating the conduct of the business of Council (subject to the approval of the Board);
 - (g) to represent The Association at all "Football Association Semi Professional XI" representative matches;
 - (h) to debate and consider those documents referred to in Article 137;

- (i) to debate and consider the appointment of the auditors of The Association; and
- (j) to receive reports from the Board on the exercise of the Board's powers on an annual basis at the Summer Meeting or at such other time as requested by Council,

PROVIDED THAT Council shall not have the power to make any decision (including any decision which purports to be binding on the Company) in relation to any financial or commercial matter or other business matter or which has any financial or commercial or other business effect unless specifically authorised to do so by the Board in accordance with these Articles.

- 131 Council shall have the power to delegate matters within its jurisdiction only to the Football Regulatory Authority, the Judicial Panel, the Referees Committee, the Protocol Committee, Leagues Committee, the Membership Committee, the Alliance Committee, the Sanctions and Registrations Committee, the Women's Football Committee, the Youth Committee, the Representative Matches Committee, the Committee Appointment Panel and the Council Membership Panel. Other than the Football Regulatory Authority and the Judicial Panel, such committees, groups and panels shall not have the power to delegate any matters to others, without prior Board approval.

Seal

- 132 The seal shall only be used by the authority of the Board or of a committee of the Board authorised by the Board. The Board may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Director and by the Secretary (or by a second Director). Any document signed by two Directors or one Director and the Secretary and expressed (in whatever form of words) to be executed by the Company has the same effect as if executed under the Seal.

Indemnity

- 133 Subject always to the provision of the Act and so far as may be consistent with the Statutes, in the management of the affairs of The Association, no Director shall be liable for any loss to the property of The Association arising by reason of an improper investment made in good faith (so long as he shall have sought professional advice before making such investment) or for the negligence or fraud of any agent employed by him or by any other Director in good faith (provided reasonable supervision shall have been exercised) although the employment of such agent was not strictly necessary or by reason of any mistake or omission made in good faith by any Director.
- 134 Subject to the provisions of the Act and so far as may be consistent with the Statutes:
- (a) every Director and any other officer of The Association (other than the auditors) shall be indemnified out of the assets of The Association against all costs, charges, losses, expenses and liabilities incurred by him in the actual or purported execution and/or discharge of his duties and/or the actual or purported exercise of his powers and/or otherwise in relation to or in connection with his duties, powers or offices, providing that any such indemnity in relation to that Director or such officer shall only be valid in respect of any negligence, default, breach of duty or a breach of trust of which that Director or that officer may be guilty in relation to The Association to the extent that it constitutes a qualifying third party indemnity provision as defined in Section 309B of the Act;
 - (b) every Director or other officer of The Association (excluding the auditors) is exempted from any liability to The Association, where that liability would be covered by the indemnity in Article 134(a); and
 - (c) The Association may also provide funds to any Director or other officer (excluding the auditors) or do anything to enable any Director or such other officer to avoid incurring expenditure of the nature described in Section 337A of the Act.

Accounts

- 135 The Board shall cause true accounts to be kept of all the receipts, credits, payments, assets and liabilities of the Company, and of all other matters necessary for showing the true state and condition of the Company, and the accounts shall be kept in such books and in such manner as the Board think fit, and to the satisfaction of the auditors.
- 136 A copy of every balance sheet and profit and loss account (including any documents required by law to be annexed thereto) which is to be laid before the Company in general meeting and of the Directors' and auditors' reports shall, at least twenty-one days prior to the meeting, be delivered or sent by post to every Shareholder and to every debenture holder of the Company of whose address the Company is aware, and to every other person who is entitled to receive notice of meetings from the Company under the provisions of the Act or of these Articles or, in the case of joint holders of any debenture, to one of the joint holders, PROVIDED THAT the requirements of this Article shall be deemed satisfied in relation to any Shareholder by sending to such Shareholder, where permitted by the Act and instead of such copies, a summary financial statement derived from the Company's annual accounts and the report of the Directors and prepared in the form and containing the information prescribed by the Act and any regulations made thereunder.
- 137 The Board shall, prior to the balance sheet, the profit and loss account and the Directors' and the auditors' reports being laid before the Company in general meeting, as referred to in Article 136 above, procure that each of those documents shall be sent to the members of Council and where possible laid before a meeting of Council.
- 138 The books of account shall be kept at such place or places as the Board appoint, and shall be open to inspection by a Shareholder with the consent of the Board or of a special resolution of the Company.

Audit

- 139 The accounts of the Company shall be annually examined and the correctness of the balance sheet and accompanying accounts ascertained by an auditor or auditors to be appointed by the Company at the annual general meeting in accordance with the provisions of the Act (such appointment to be subject to the prior consideration of Council where possible).

Notices

- 140 Any notice to be given to or by any person pursuant to these Articles shall be in writing except that a notice calling a meeting of the Board need not be in writing.
- 141 A notice may be served in accordance with the provisions of the Statutes. The Company may serve or deliver any notice or other document on or to a Shareholder: (i) personally; (ii) by sending it by post in a prepaid envelope addressed to the Shareholder at the registered address of the person or of the body referred to in Article 12 on whose behalf a share is held; (iii) by leaving it at the address referred to above; (iv) electronically to an electronic address or facsimile number notified to the Company by the Shareholder for this purpose; or (v) by reference to a particular website. A notice given to any person shall be binding on any body referred to in Article 12 on whose behalf that person acts or holds a share and all proceedings taken without any further or other notice shall be binding on such body.
- 142 A Shareholder present, either in person or by proxy, at any meeting of the Company or of the holders of any class of shares in the Company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
- 143 Every person who becomes entitled to a share shall be bound by any notice in respect of that share which, before his name is entered in the register, has been duly given to a person from whom he derives his title.
- 144 Proof that an envelope containing a notice or document was properly addressed, prepaid and posted shall be conclusive evidence that the notice or document was given. A notice or document sent by post shall be deemed to be given:

- (a) if sent by first class on the day following that on which the envelope containing it was posted; or
 - (b) in any other case, on the second day following that on which the envelope containing it was posted.
- 145 Where a notice or document is sent to an electronic address or facsimile number, service or delivery is deemed to be effected at the expiration of forty-eight hours after it was sent and in proving such service or delivery, it shall be sufficient to show that the sender's equipment indicates successful transmission within such period. Where a notice or document is sent by reference to a particular website, service or delivery is deemed to be effected when the recipient is notified of its availability on the website.
- 146 If at any time the Company is unable effectively to convene a general meeting by notices sent through the post in the United Kingdom as a result of the suspension or curtailment of postal services, notice of such general meeting may be sufficiently given by advertisement in the United Kingdom and in that event the notice shall be deemed to have been served on all Shareholders and other persons, who are entitled to have notice of meetings served upon them. In any such case the Company shall send confirmatory copies of the notice by post if at least seven days prior to the meeting the posting of notices to addresses throughout the United Kingdom again becomes practicable.
- 147 Any notice given by advertisement shall be advertised on the same date in at least two daily newspapers having a national circulation and such notice shall be deemed to have been served at noon on the day when the advertisement appears.

Winding-Up

- 148 If upon the winding up or dissolution of the Company there remains after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the Shareholders, but subject to the next provisions shall be given or transferred to such institution or institutions having objects wholly or partially similar to the objects of the Company as shall be determined by the Shareholders at or before the time of dissolution or by the Board after such dissolution, or in default thereof by such Judge of the High Court of Justice in England and Wales as may have or acquire jurisdiction in the matter, or if and so far as effect cannot be given to such provision, then to some charitable object.

Rules

- 149 All Shareholders, Directors, Members of Council and any body appointing the same under these Articles, are bound by and subject to and shall act in accordance with the Rules and any regulations, standing orders, decisions, rulings or other findings, penalties or orders of any nature made pursuant to the Rules under Article 150.
- 150 The Rules shall be as determined by the Shareholders from time to time in general meetings. Proposals to amend the Rules may only be made by:
- (a) a Shareholder (PROVIDED THAT such proposal does not relate in any way to any financial or commercial matter or other business matter or which has any financial or commercial or other business effect); or
 - (b) the Board (PROVIDED THAT such proposal has been approved by Council).
- 151 The Rules may provide that regulations, standing orders, decisions, rulings or other findings, penalties or orders may be made by Council or any committee thereof in order to carry out the intent or purpose of a Rule.
- 152 A resolution to amend the Rules shall be by way of ordinary resolution which shall be carried if supported by 75% or more of those Shareholders who are present and voting.

Memorandum of Association and Articles

- 153 The Memorandum of Association and the Articles shall be as determined by the Shareholders from time to time in general meetings and the provisions contained in these Articles. Proposals to amend the Memorandum of Association and Articles may be made by

the Shareholders pursuant to the Act or by the Board (PROVIDED THAT any such proposals made by the Board have been approved by Council).

Transitional Provisions

- 154 The foregoing Articles are to be read having regard and subject to the transitional provisions set out immediately below.
- 155 For the purposes of Article 84(b), each National Game Representative who is on the Board as at the date of adoption of these Articles, shall serve out the remainder of his respective term of office.
- 156 For the purposes of Article 88, each Professional Game Representative who is on the Board as at the date of adoption of these Articles, shall serve out the remainder of his respective term of office.
- 157 For the purposes of Article 126, each Member of Council as at the date of adoption of these Articles and who is elected or appointed to Council annually shall serve out the remainder of his respective term of office.
- 158 The provisions of Article 127 shall not apply to those Members of Council who are: (i) Life Members and Life Vice-Presidents at the date of adoption of these Articles; and (ii) Life Members at the date of adoption of these Articles and who subsequently become Life Vice-Presidents. Such persons shall continue to be able to vote in their capacities as Life Members and/or Life Vice-Presidents until they are no longer Members of Council.
- 159 The provisions of Article 128 shall not apply to those Members of Council who are: (i) Vice-Presidents at the date of adoption of these Articles; and (ii) Vice-Presidents at the date of adoption of these Articles and who subsequently become Life Vice-Presidents. Such persons shall continue to be able to vote in their capacities as Vice-Presidents and/or Life Vice-Presidents until they are no longer Members of Council.
- 160 Until such time as The Disability Advisory Group or The Race Equality Group are established by the Board, no body shall be entitled to appoint a representative of those organisations to be a Member of Council. Upon confirmation from the Secretary that they are established bodies, they shall each be entitled to appoint a representative as a Member of Council (such person being entitled to serve as a Member of Council until the next following Summer Meeting and who shall, pursuant to Article 12(c), be entitled to hold one Ordinary Share in his or her capacity as a Member of Council).
- 161 Without prejudice to the definition of the Funding Formula, the Board will undertake a thorough and comprehensive review of The Association's finances as soon as reasonably practicable after the date of the adoption of these Articles.

NOTES

NOTES

THE RULES OF THE FOOTBALL ASSOCIATION LIMITED ("The Association")

("The Rules") as adopted by The Association on 15th May 2008 (the "Effective Date")

These Rules must be read in conjunction with the Articles of Association of The Association ("the Articles").

A. CONSTITUTION AND ADMINISTRATION OF THE ASSOCIATION

The Association

1. The Association shall have as members (which, for the avoidance of doubt, does not mean 'shareholders' or owners) those Clubs and Affiliated Associations such as Council may approve and which are otherwise qualified hereunder.
All Clubs and Affiliated Associations shall play and/or administer football in conformity with these Rules and also:
 - (a) The Laws of the Game (as defined in the Articles); and
 - (b) the statutes and regulations of FIFA and UEFA which are in force from time to time.

Definition and Interpretation

2. In the interpretation of these Rules: any words and expressions, unless otherwise defined herein, shall be words and expressions as defined in the Articles:
 - "**Affiliated Association**" means an association which is either a County Association or an Other Football Association;
 - "**Appeal Board**" means any appeal board as established from time to time whose purpose is to hear appeals made by Participants pursuant to its terms of reference from time to time;
 - "**Associate Member Club**" means a Club accorded the status of an Associate Member Club pursuant to Rule A3(c);
 - "**Authorised Agent**" shall have the meaning ascribed to the term within The Association's Football Agents Regulations;
 - "**Club**" means any football club;
 - "**Club Official**" means any official, director, secretary, servant or representative of a Club;
 - "**Competition**" means any competition (whether a league or knock-out competition or otherwise) sanctioned by The Association and/or an Affiliated Association;
 - "**Contract Player**" means any player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club;
 - "**County Association**" means an association which has been accorded the status of a County Association pursuant to Rule A4(a)(i);
 - "**Football Creditor**" means:
 - (i) The Association;
 - (ii) The FA Premier League;
 - (iii) The Football League;
 - (iv) The Football Conference;
 - (v) The Northern Premier League;
 - (vi) The Southern League;
 - (vii) The Isthmian League;
 - (viii) any member club of any of the organisations listed in (i) to (vii) above;
 - (ix) any full-time or part-time employee of a member club, as defined in (viii) above, or former full-time or part-time employee of such a member club, in respect of sums due to such person by way of arrears of remuneration or expenses;

(x) the Professional Footballers' Association;

(xi) The Football Foundation;

(xii) any Affiliated Association; and

(xiii) any other affiliated clubs or leagues,

and includes any successor bodies of any of the above;

"football club" means any club which plays the game of football in England and is recognised as such by The Association;

"Football Regulatory Authority" means the football regulatory authority of The Association;

"Full Member Club" means a Club accorded the status of a Full Member Club in pursuant to Rule A3(c);

"Licensed Agent" means an agent holding a licence issued by The Association in accordance with the applicable FIFA regulations governing players' agents;

"Management Committee Member" means a person responsible for the management and administration of an unincorporated Club;

"Manager" means the Official of a Club responsible for selecting a Club team;

"Match" means a football match sanctioned by The Association and/or an Affiliated Association;

"Match Officials" means referees and assistant referees and includes reserve officials and fourth officials;

"Non-Contract Player" means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment;

"Non-Member Club" means any Club affiliated to an Affiliated Association which is not a Full Member Club nor an Associate Member Club;

"Official" means any official, director, secretary, servant or representative of an Affiliated Association or Competition;

"Other Football Association" means one or any of the following listed associations:

(a) The University of Oxford Football Association;

(b) The University of Cambridge Football Association;

(c) The Army Football Association;

(d) The Royal Navy Football Association;

(e) The Royal Air Force Football Association;

(f) The Amateur Football Alliance;

(g) The Women's Football Conference;

(h) The English Schools' Football Association; and

(i) The Independent Schools' Football Association;

"Out of Contract Player" means a Contract Player whose contract has expired;

"Parent Association" means the Affiliated Association of which a Club, in membership of more than one Affiliated Association, was first a member;

"Participant" means an Affiliated Association, Authorised Agent, Competition, Club, Club Official, Licensed Agent, Player, Official, Match Official, Management Committee Member, Member or Employee of an affiliated Club and all such persons who are from time to time participating in any activity sanctioned either directly or indirectly by The Association;

"Player" means any Contract Player, Out of Contract Player, Non-Contract Player or other player who plays or is eligible to play for a Club or is subject to any suspension from playing;

"Regulatory Commission" means any regulatory commission as established from time to time whose purpose is to hear Participants' cases; and

"Scholarship" means a scholarship as set out in Rule C3(a)(i) of these Rules.

Affiliation of Clubs

3 (a) *Application to be a Full Member Club*

A Club may apply to be a Full Member Club on the appropriate form published by The Association. A completed form must be received at The Association before 1st March in any calendar year.

(b) *Application to be an Associate Member Club*

A Club may apply to be an Associate Member Club on the appropriate form published by The Association. A completed form must be received by The Association before 1st March in any calendar year.

(c) *Control by The Association*

Eligibility to be a Full Member Club or an Associate Member Club shall be under the control of Council which shall have the power to make regulations concerning eligibility criteria and conditions. Notwithstanding that an application may satisfy such criteria and conditions, The Association shall have the power in its absolute discretion to refuse an application to be a Full Member Club or an Associate Member Club, and accordingly, only on the written confirmation of The Association shall a Club be accorded the status of either a Full Member Club or an Associate Member Club.

(d) *Rights and Privileges*

Neither a Full Member Club nor an Associate Member Club shall have rights or privileges other than as arise pursuant to the Articles and the Rules.

(e) *Resignation by a Full Member Club or an Associate Member Club*

A Full Member Club or an Associate Member Club may resign its status as such to have effect only at the end of the playing season. Written notice of an intention to resign must be received at The Association by 31st December in that playing season.

(f) *Termination of Status of a Full Member Club or an Associate Member Club*

Council may at any time decide that a Club shall cease to have the status of a Full Member Club or an Associate Member Club on such terms as it considers appropriate. A Club shall automatically cease to have the status of a Full Member Club or an Associate Member Club if it ceases to be in membership of an Affiliated Association.

(g) *Transfer of Membership*

Council will use the following criteria, and any other conditions in Council's absolute discretion, in deciding whether to approve the transfer of membership by a Full Member Club or an Associate Member Club:

- (i) the shareholders or members of the existing Full Member Club or Associate Member Club have voted to agree the transfer of the membership to the proposed future member;
- (ii) all Football Creditors of the existing Full Member Club or Associate Member Club must be fully satisfied;
- (iii) all other creditors of the existing Full Member Club or Associate Member Club must be satisfied and evidenced as such;
- (iv) the proposed future Full Member Club or Associate Member Club must provide financial forecasts showing their ability to fund the Full Member Club or Associate Member Club for the next 12 months or to the end of the season following transfer (whichever is the longer); and
- (v) evidence of funding sources will be required.

(h) *Suspension of Membership/Rights and Privileges*

On such terms and conditions as it considers appropriate, Council may at any time suspend the status, rights and privileges of a Full Member Club or an Associate Member Club.

(i) *Nursery Clubs*

Any Club which is under obligation to another Club, written or otherwise, by reason of which it has not the sole and entire control of its own management, finances and Players, shall be deemed to be a "Nursery Club" and is not entitled to be a Full Member Club or an Associate Member Club.

(j) *Annual Return of a Full Member Club and an Associate Member Club*

(i) Each Full Member Club, Associate Member Club and any other Club which The Association determines from time to time, shall forward to The Association before 1st July in each calendar year a completed Form "A" (in such form as shall be published by The Association from time to time) and shall supply such further information as is required by Council.

(ii) A Club shall report to The Association within 21 days any change in the information set out on the Form A most recently submitted.

(iii) If the Club has failed to submit a fully completed Form A to The Association by 1st July in any calendar year it shall be subject to such fine or other appropriate sanction as may be determined by Council.

(k) *Subscription Fees of Full Member Clubs and Associate Member Clubs*

(i) Each Full Member Club and Associate Member Club shall on or before 1st July in each calendar year pay to The Association such subscription fee as shall be determined from time to time. An annual subscription shall not be refundable in any circumstance.

(ii) A Full Member Club or an Associate Member Club which has failed to pay any subscription due to The Association by 1st July in any calendar year shall be subject to such fine or other appropriate sanction as may be determined by Council.

(l) A Club competing in any one of The Premier League, The Football League, The Football Conference, the Southern Football League, the Isthmian League and the Northern Premier League shall not be permitted to change its playing name (i.e. the name under which the Club competes in a Competition), as recorded on Form "A", save with the prior written permission of Council.

Any application for a change of playing name must be received by The Association before 1st March in any calendar year in order for it to be considered by Council for adoption in the following playing season.

Council will use its absolute discretion in deciding whether to approve a change in a Club's playing name.

Affiliation of Associations4 (a) *Conditions of Affiliation*

(i) Each County Association shall cover a defined area and shall neither extend nor alter such area without first having obtained the written consent of The Association and accordingly, only on the written confirmation by The Association shall an association be accorded the status of a County Association.

(ii) Each Other Football Association shall cover a defined category of membership as determined from time to time by The Association and shall neither expand nor alter such category of membership without first having obtained the written consent of The Association and accordingly, only on the confirmation by The Association shall an association be accorded the status of an Other Football Association.

(iii) Affiliated Associations may admit to membership Clubs within their area, and provide for the proper management and control of such Clubs.

(iv) An annual affiliation fee shall be paid by all Clubs in membership with Affiliated Associations and shall not be less than the amount determined from time to time by The Association.

(v) All Clubs which are Non-Member Clubs shall observe the Rules.

(vi) Second or reserve teams must always be so described.

(b) *Subscription*

A membership fee, payable within one week of approval of application, and an annual subscription payable by 1st July in each calendar year, shall be as determined from time to time by The Association.

(c) *Other Associations and Clubs*

Council shall have the power to admit into membership any association of clubs within the British Commonwealth, or any club in any area where an association has not been established. The annual subscription shall be as determined from time to time by The Association. The membership of either such association or club does not confer the right to send a representative to any meeting of The Association, nor to exercise a vote at any such meeting.

Failure to Pay Subscription

5 An Affiliated Association whose subscription is unpaid on 1st August in any calendar year shall cease to be a member of The Association from that date.

Powers of The Association

6 Save as otherwise expressly provided by these Rules, resolutions and decisions of The Association shall be binding upon all Affiliated Associations and Clubs and all members thereof, until they are rescinded or varied.

Privileges of Council Members

7 Each Member of Council shall be furnished with an annual pass (which shall not be transferable), and all Clubs shall admit the holder to their grounds and stands upon production of such pass without requiring any other authority, except on occasions when Council shall otherwise decide.

B. SANCTIONING OF ASSOCIATIONS, COMPETITIONS AND MATCHES

Sanctioning of Competitions

1 (a) *Form "D"*

Associations, Competitions or other combinations of Clubs, Players or Officials, shall not be formed without the written consent of The Association, or of the Affiliated Association or Affiliated Associations concerned.

All applications for formation of Competitions (other than Competitions for charity) shall be made on Form "D" (in such form as shall be published by The Association from time to time), and applications for continuance must be made on this Form D annually.

All Affiliated Associations, Competitions or other combinations of Clubs, Players or Club Officials, Officials or Match Officials shall observe the Rules.

Associations or Clubs in membership of or affiliated to The Association and/or an Affiliated Association shall not play against any association or club belonging to any association, competition or combination of clubs to which such consent has not been given.

Clubs being members of more than one Affiliated Association shall be under the jurisdiction of the Affiliated Association of which they first became a member, except in matters arising in a match under the control of another Affiliated Association.

(b) *Competition Regulations for Clubs and Players*

Any Competition or other combination of Clubs may, subject to these Rules, make such regulations between their Clubs and Players as they may deem necessary.

Where a Competition or other combination of Clubs is sanctioned directly by The Association, Council shall cause an appeals commission to be appointed.

Where a Competition or a combination of Clubs is sanctioned by an Affiliated Association an appeals commission shall be appointed by the sanctioning Affiliated Association.

- (c) *Powers of Affiliated Associations over Clubs not in Membership of an Affiliated Association*
- (i) An Affiliated Association must not close a ground of a Club of another Affiliated Association. The matter must be dealt with by a joint commission of the Affiliated Associations concerned.
 - (ii) Clubs entering a Competition of an Affiliated Association of which they are not in membership shall be under the control of that Affiliated Association so far as the rules of the Competition are concerned. If in such matches, Clubs or Players are reported for offences against the Laws of the Game, or the Rules, such offences shall be dealt with by a joint commission of the Affiliated Associations concerned unless otherwise mutually agreed.

National League System

- 2 (a) There shall be a National League System comprising participating Competitions between which relegation and promotion links shall operate on such basis as shall be determined by Council from time to time.
- (b) The Competitions and the Clubs participating in the National League System shall be bound by relevant regulations of The Association from time to time in force.
- (c) The Competitions participating in the National League System shall be as determined by Council from time to time.

Charity Associations, Benefit Competitions and Charity Matches

- 3 (a) *Form "E"*

Charity associations or benefit Competitions shall not be formed without the written consent of The Association or of an Affiliated Association. All applications for formation shall be made on Form "E" (in such form as shall be published by The Association from time to time) and applications for continuance must be made on this form annually.

All charity associations or benefit Competitions shall observe the Rules and regulations of The Association.

Associations, Clubs or Players in membership of The Association and/or an Affiliated Association shall not play or take part in any charity association or benefit Competition to which consent has not been given.

- (b) *Charity Matches*

Individual matches (not competition matches) may be played, for charity, or some similar object approved by The Association and/or an Affiliated Association. Reasonable expenses not exceeding 20% which may be approved by the consenting association on the application for consent, may be deducted from the gross proceeds.

The balance must be paid over within 14 days of the match being played, and at the same time a return of the sums received and paid together with the necessary receipts, must be sent to the association which gave consent.

A match arranged between two Clubs or teams in which a trophy, medals or other reward is given to the Club or Players is not a Competition within this Rule.

Sanctioning of Matches

- 4 (a) *Unaffiliated Football*

Clubs, Players and Club Officials subject to the jurisdiction of The Association and/or an Affiliated Association shall not be associated with nor play with or against any club which is not a member of The Association and/or an Affiliated Association. Those who immediately prior to their association with unaffiliated football organisations were

under the jurisdiction of The Association and/or an Affiliated Association, shall not be eligible to participate in football under the jurisdiction of The Association and/or an Affiliated Association without the written consent of The Association and/or an Affiliated Association.

No match between unaffiliated teams shall be played on grounds which are under the jurisdiction of Clubs which are in membership with The Association and/or an Affiliated Association.

(b) Matches with Foreign Associations, Leagues and Clubs¹

Affiliated Associations, Competitions or Clubs wishing to play a match or series of matches against members of another national association must apply on the prescribed forms to The Association at least 28 days before the date of the intended match or the first of a series of matches.

The Association has in its discretion the power to consent or refuse an application. When written consent has been given, The Association will inform the other national associations concerned.

An application to participate in a match or a series of matches against members of another national association involving players of school age shall be required to demonstrate that all such players have received the necessary permission from their head teacher before The Association will give consent.

Affiliated Associations, Competitions and their Clubs must not pay a commission of more than 10% of the reimbursements of travelling expenses to organisations or persons arranging their tours.

Where a national association provides in its rules for the membership of all associations, competitions, and clubs within its area, consent for matches with unaffiliated associations, leagues or clubs will not be given.

Football and Religious Observance

- 5 (a) A Participant cannot be compelled to play football on bona fide occasions where religious observance precludes such activity, save where the Participant:
- (i) has consented to do so on such occasions; or
 - (ii) is registered as a Player under written contract, which shall be taken as consent to play on such occasions unless otherwise provided for in the contract.
- (b) Annually, when planning programmes, Competitions shall define and notify agreed dates of such occasions.

Scratch Teams

- 6 Except with the written consent of The Association, or of the Parent Association, no match at which gate money is taken shall be played if either of the competing teams is a scratch team. Where consent is given for such a match the provisions of Rules B7(a) and 7(b) shall apply.

Proceeds of Matches or Competitions

- 7 (a) Clubs and Players shall not compete in any Match or Competition (including small-side Matches or Competitions) the proceeds of which are not devoted to a Club or association or some other object approved by The Association or by an Affiliated Association.

Small-Side Matches

- (b) Small-side Matches and Competitions (not more than seven-a-side) may be arranged provided that:

¹This Rule does not apply to matches between members of The Association and/or an Affiliated Association and members of The Scottish Football Association, The Football Association of Wales and The Irish Football Association.

- (i) the Competition has been sanctioned by The Association or the relevant Affiliated Association in accordance with the agreed procedures laid down from time to time by The Association;
- (ii) in the case of single matches, charity Competitions and Competitions played over a short period of days, they must be sanctioned by The Association or the Affiliated Association concerned in accordance with agreed procedures laid down from time to time by The Association;
- (iii) the sanctioning of such a match or Competition in this case shall automatically accord to the team and/or Competition the status of an affiliated body and to the Players participating in the match or Competition the status of affiliated Players for the team for which they play in the match or Competition. A list of the competing teams must be submitted to the sanctioning association;
- (iv) the rules governing the eligibility and conduct of the Players shall be under the control of the management committee of the Competition subject always to the overriding authority of The Association or the Affiliated Association concerned and shall in so far as practicable be in conformity with the Rules. In the case of individual Matches the eligibility and conduct of the Players shall be the responsibility of the sanctioning body;
- (v) for small-side games played for charitable objectives a statement of accounts of the event shall be supplied to the sanctioning body concerned within 21 days;
- (vi) where two Affiliated Associations cover the same area, the permission must be obtained from the appropriate Parent Association;
- (vii) there shall be no Close Season (as defined in Rule B8 below) for small-side games; and
- (viii) the laws applicable to small-side games are printed elsewhere in this handbook.

The Playing Season

- 8 (a) *The Association to Determine*
- The Association shall determine annually the date on which the playing season shall commence and the season shall terminate not later than the following 1st June. Each Competition shall within the limit laid down by The Association, determine the length of its own playing season.
- (b) *The Close Season*
- The "Close Season" shall be defined as the period between 1st June and 30th June inclusive each calendar year, save where The Association makes an order to the contrary. No matches other than those permitted and played in accordance with Rule B8(c) may be played in the Close Season.
- (c) *Matches Which May be Played in the Close Season*
- No Matches other than the following may be played in the Close Season:
- (i) small-sided Matches as specified in Rule B7, mini-soccer Matches or Matches played according to "The Laws of the Game – 9 v 9" and those organised in connection with works' clubs sports days on private grounds and at fetes and similar sports functions;
 - (ii) Matches between Army, Navy and Royal Air Force teams and teams of the Auxiliary Forces in Competitions whilst in camp. Such Competitions shall be strictly confined to the units concerned and gate money shall not be taken;
 - (iii) Matches involving members of boys' brigades, scouts and kindred organisations in Competitions whilst in camp;
 - (iv) Matches for national representative teams or clubs played under the auspices of FIFA or UEFA; and
 - (v) Matches between Clubs in The FA Premier League and The Football League for the following season.

- (d) Matches Which May be Played Prior to the Commencement of the Season
After 30th June, and prior to the commencement of the playing season, Matches may be played between teams of the same Club or between teams of different Clubs.
- (e) An appropriation will be made annually from the amount payable to the competing Clubs, The Association and the "Cup Pool" from "The FA Challenge Cup Semi-Finals and Final" of 5.5% and 2.5% from the net receipts of "The FA Community Shield" to which The Football League will contribute 6.3% of the net gate from its "League Cup Semi- Finals and Final". The total amount will then be distributed to Affiliated Associations as decided by The Association.
- (f) Eligibility of Players
Players who have not previously been registered or recognised playing members of Clubs, or who have not been engaged for the following season may play in matches after 30th June and prior to the commencement of the playing season.
- (g) Special Provisions
 - (i) The appropriate sanctioning association, whether it be The Association and/or an Affiliated Association, may grant special permission for Competition and other Matches to be played preceding the dates fixed by The Association for the opening of the playing season and shall attach to the granting of such permission whatever conditions it may deem expedient.
 - (ii) Notwithstanding the provisions of Rule B3(b), The Association shall determine in each calendar year, the date on which and the financial conditions under which "The Football Association Community Shield" Match shall be played.
 - (iii) Notwithstanding the provisions of this Rule, Affiliated Associations shall determine the dates on which "County Cup" Matches shall be played.

Suspension of the Game and Extension of Season

- 9 The Association shall have power to suspend the game either sectionally or entirely. The Association may also extend the periods for playing, as from time to time, in its discretion, shall be deemed necessary or desirable, and agreements between Clubs, Players, and Club Officials, Officials and Match Officials shall be subject to such decisions.

C. RULES RELATING TO PLAYERS

Players with Written Contracts

- 1 (a) *Minimum Age*
- (i) A Player under 18 years of age and in receipt of full-time education² may not enter into a contract of employment with a Club in membership of The Association and/or an Affiliated Association.
 - (ii) A Player under 17 years of age may not enter into a contract of employment with a Club in membership with The Association and/or an Affiliated Association, except under a Scholarship as provided for by Rule C3.
- (b) *Financial Arrangements – Registration*
- (i) Subject to paragraph (a) and (b)(ii) to (b)(vii) of this Rule, and to the rules and regulations of the league of which the Club is a member, any Club in membership of The Association and/or an Affiliated Association may negotiate a financial arrangement with its Players.
 - (ii) All Players under written contract must be registered with The Association.
 - (iii) No Club shall enter into a contract which enables any other party to that contract to acquire the ability materially to influence the Club's policies or the performance of its teams in Matches and/or Competitions.

²Throughout these Rules full-time education refers to a child who is of compulsory school age within the meaning of the Education Acts applying in England or who is over the school leaving age but is for the time being attending a school or in full-time education in an establishment of further education.

- (iv) All payments and/or benefits whatsoever due to a Player must be set out in a written agreement between the Club and the Player. Any other payments and/or benefits whatsoever due on behalf of, or in relation to, a Player (not otherwise detailed in the written agreement between the Club and Player) must also be set out in a written agreement, to which the Club shall be a party. In each case a copy of any such agreement must be provided to The Association.
 - (v) All payments made to Players must be made by the Club and fully recorded in the accounting records of the Club.
 - (vi) All salaried payments must be subject to PAYE and National Insurance.
 - (vii) All salary payments due on written contracts must be stated gross, before PAYE and National Insurance deductions.
 - (viii) Any Players paid expenses must be reimbursed via an expense claim form. The Club must retain all expense records in a format acceptable to HM Revenue and Customs.
- (c) ***Contract of Employment***
- (i) All contracts must be in the full name of the Club. If the Club is a corporate body, the contract must also include the Company registration number.
 - (ii) Contracts or letters of employment exchanged between a Club and any Club Official, Player or any other employee of the Club, must specify that all emoluments due are paid to the employee concerned and not to any company or agency acting on behalf of the employee.
 - (iii) All such contracts must also specify that the individual is directly under the disciplinary control of the Club and of The Association.
 - (iv) All claims by Players against Clubs for wages or expenses must be submitted to The Association within three months of the termination of the agreement to which they refer, unless special grounds are shown for the delay.
- (d) ***Form G(1) – Registration for One Calendar Month***
- A registration for a period of one calendar month is effected when The Association receives Form "G(1)" (in such form as shall be published by The Association from time to time), signed by the Player.
- (e) ***Form G(2) – Registration Exceeding One Calendar Month***
- A registration for a period in excess of one calendar month is effected when The Association receives Form "G(2)" (in such form as shall be published by The Association from time to time), signed by the Player. Such a registration must terminate on the first Saturday in May, or the date of the last league or knock-out Competition match of the Club's first team, whichever is the later, or on 30th June in any calendar year.
- (f) ***Forms to be Returned to The Association***
- (i) Within five days of having been signed by the Player, Forms G(1) or G(2) must be returned to The Association, accompanied by a copy of the contract.
 - (ii) A Player seeking registration under written contract is not permitted to play under the terms of the contract until the Club registering the Player has received the registration certificate from The Association.
- (g) ***Transfers***
- (i) A Player's registration may be transferred from one Club to another using the relevant Form "H" (in such form as shall be published by The Association from time to time). The Player must be re-registered by the Club to which the registration is transferred.
 - (ii) A transfer must be bona fide; applications for the purpose of obtaining a Player's registration for special matches are not permitted.

- (iii) In the case of last-minute registration or transfer of a Player, the registration form, contract of employment and the transfer form (if any) must first be sent to The Association by facsimile transmission or by electronic mail and then the original documents to follow by first-class mail.
 - (iv) In the event of a Player registration being transferred from one Club to another in consideration of the payment of a fee, a copy of the written transfer agreement must be sent to The Association with the transfer and registration forms and the contract of employment. In the event of a transfer of a Player where a consideration is agreed, the consideration can only be paid between the two Clubs (the transferor and transferee Clubs). The full name of each contracting Club should be stated in the transfer agreement. The full consideration involved must be recorded in the accounting records of both Clubs.
 - (v) In the event of a Club making a payment to a club which is affiliated with another national association in membership of FIFA in respect of a Player's registration, or an agreed fee to a Licensed Agent, the payment must be made through The Association in accordance with the procedures adopted by The Association which are in force from time to time.
 - (vi) For leagues sanctioned by The Association, when a Player is temporarily transferred between Clubs in the same league or in different leagues, compliance with the relevant league rules must govern the transfer.
 - (vii) A copy of the appropriate association or league's temporary transfer form must be submitted to The Association within five days of its signature.
 - (viii) In the case of last-minute registration of a temporary transfer the provisions set out in Rule C1(g)(iii) above must be observed.
 - (ix) A Club accepting a Player on temporary transfer must satisfy itself as to the Player's fitness.
 - (x) A Player subject to a temporary transfer must not play until such transfer has been authorised by The Association.
 - (xi) In the event of a Player under temporary transfer being recalled in accordance with the rules of the league or leagues concerned, a copy of the recall letter or notice must be received and acknowledged by The Association before the Player can play for the Club initiating the recall.
- (h) ***Second Registration Not Permitted***

The signing of a second registration form before The Association has declared the first invalid is an offence.

(i) ***Registered Players to Play for One Club Only***

- (i) A Player registered with The Association can play only for the Club holding the registration unless:
 - (A) in the case only of benefit, testimonial and charity matches, the Player obtains by written request special permission of The Association; or
 - (B) is temporarily transferred in accordance with Rule C1(g)(v); or
 - (C) is registered under a Scholarship in accordance with Rule C3; or
 - (D) has the written permission of the Club, copied to The Association, to play not more than two trial matches for another Club, provided that such matches are not for the first team of that Club in a Competition Match and are both within a period of one month from the date of such permission, which shall not be repeated in the same playing season for the same Player to the same Club.
- (ii) Where a Club has a Nursery Club (as defined in Rule A3(i)), a Player registered with the Club to which it is under obligation may also play for the Nursery Club without further registration.

- (j) *Agreements Between Club & Players*³
- (i) Clubs must enter into a written contract of employment with their Players on the relevant form approved by The Association, known as a "Form of Agreement" (Rule C1), with or without an option. Such contracts must clearly indicate all the terms and conditions of employment, be of stated duration and signed at the same time as a relevant registration Form "G" (in such form as shall be published by The Association from time to time). A copy of the contract of employment must be handed to the Player at the time of signing both documents. Contracts of employment signed by Players who are under the age of 18 at the time of signing must also be signed by a parent or guardian.
 - (ii) There shall be no right to a compensation or transfer fee by the previous Club of a Player who has attained the age of 24 years on or before 30th June and whose contract with that Club has expired. If a Club wishes to offer re-engagement to a Player or exercise an option contained in the agreement the following practice shall prevail.
 - (iii) Within 7 days of the first Saturday in May, or the date of the last competitive Match of the Club's first team, whichever is the later, the Club must give notice in writing to the Player indicating that either the Club offers a re-engagement or, if appropriate, exercises any option contained in the agreement.
 - (iv) If the notice offers re-engagement it must specify the period which the Club is prepared to agree and the terms and conditions to apply, which must be the same or not less favourable overall than those which applied during the initial period of employment – or the option period (if applicable).
 - (v) The Player must notify in writing the Club holding the registration within 28 days of receipt of the said notice whether or not the offer of re-engagement is accepted.
 - (vi) If the offer is rejected the Player is immediately free to negotiate with another Club.
 - (vii) If the Player does not reply in writing to the offer of re-engagement then at the expiry of a period of 28 days, the Player is free to negotiate with another Club.
 - (viii) In either of the instances as set out in Rules C1(j)(vi) and (vii) above, the Club holding the Player's registration has the right to receive compensation. The Player's registration for the new Club will not be accepted until such time as the Club has confirmed in writing to The Association that it will negotiate a compensation fee with the former Club failing which it will abide by any decision taken by an appeal committee comprising those persons pursuant to Rule C1(j)(xii) (a "League Appeals Committee").
 - (ix) An existing agreement shall continue and have full force and effect between the parties on the terms and conditions as those pertaining prior to the expiration of the initial period of employment, or the option period if appropriate, and the Player will continue to train and play as instructed by the Club until 31st August, or the date on which the Player registers for another Club, whichever is the sooner.
 - (x) In the event of the Player continuing to play for the Club after the 31st August, a week-to-week agreement must be completed and submitted to The Association under which the Player will continue to be paid in accordance with the terms of the existing agreement.

³The provisions of Rule C1(j)(ii) to C1(j)(xii) inclusive and Rule C1(j)(xiv) and Rule C1(j)(xv) do not apply to Clubs in The FA Premier League and The Football League.

- (xi) In the event of the Player signing for another Club which is unable to reach agreement on the payment of a compensation fee to the Club holding the Player's registration in pursuance of the existing agreement then such fee shall be dealt with by a League Appeals Committee.
- (xii) A League Appeals Committee shall comprise one nominated representative from each of the following:
- (A) Council (to act as an independent chairman);
 - (B) the management committee of the appropriate league or leagues; and
 - (C) the Professional Footballers' Association.
- The committee may, at its discretion, order either the Club or the Player to pay all or part of the costs involved in an appeal. The same committee also applies to Rules C1(k), (l) and (m).
- (xiii) If the notice to exercise any option contained in the agreement on the same or not less favourable terms and conditions overall, as in the agreement but excluding the option provision, and that such further period shall not be for longer in extent than that of the initial period of employment, the agreement can continue in full force and effect, as between the parties hereto and shall terminate on the last day of the option.
- (xiv) All notices required to be given to Players under this Rule must be sent either by registered mail or recorded delivery or a written acknowledgement otherwise obtained;
- (xv) By 1st June in each calendar year all Clubs must notify The Association of Players who have been offered re-engagement or on whose agreement the option has been exercised.
- (k) ***Cancellation of Agreement***
- (i) Agreements may provide that payment shall be only for each match in which the Player actually plays or attends as a substitute.
 - (ii) Should a Player not be selected to play or attend as a substitute for a period of four weeks, the Player may apply to the Club to cancel the agreement and registration. If refused, the Player is free to apply to the most senior league of which the Club is a member for the cancellation of the agreement upon such terms as may be desirable. If either the Club or Player is dissatisfied with the decision of that league, each shall be entitled to appeal to a League Appeals Committee.
 - (iii) Where conditions form part of an agreement other than payment of wages for playing football, in dealing with claims, a league or a League Appeals Committee, will restrict its investigations and decisions solely to the question of wages for playing as stipulated in the agreement.
 - (iv) Except by mutual consent, a Club or Player is not entitled to determine an agreement between them without the written consent of The Association or in accordance with Rule C1(l).
 - (v) When an agreement has been determined by mutual consent, notice signed by the Club and the Player shall at once be sent to The Association who will cancel the registration.
 - (vi) In the case of last-minute cancellation of a Player's registration, a signed notice must first be sent to The Association by facsimile transmission, and then the original documents to follow by first-class mail. Additionally, electronic mail may also be transmitted to indicate the time of posting, which will also be accepted as the time of receipt if the mailed documents are found to be in order.
 - (vii) When an agreement has been determined by mutual consent the Player shall not be permitted to re-register for the original Club within three months at the date of determination except with the written consent of The Association.

(viii) The Association has power to cancel the registration of a Player at any time upon application of the Player or the Player's Club.

(l) ***Termination of Agreement***

Where an agreement between Club and Player in any league or other Competition provides for either the Club or Player terminating by 14 days' notice, the following practice shall prevail:

- (i) a Club or Player has the right to appeal to the management committee of the appropriate league or other Competition and a further right of appeal to the appeals committee of that body;
- (ii) a Club, on giving 14 days' notice to a Player to terminate the agreement, must state in the notice the name and address of the secretary of the appropriate league or Competition to which the Player may appeal, and must at the same time give notice to the league or Competition of which the Club is a member;
- (iii) a Player, on giving 14 days' notice to a Club to terminate the agreement, must at the same time give notice to the league or Competition of which the Club is a member.
- (iv) the notice terminating the agreement must inform the Club or Player of the grounds for such notice;
- (v) a copy of the notice sent to the Club or Player must at the same time be forwarded to the Secretary;
- (vi) either Club or Player shall have the right of appeal to the league or other Competition, but such appeal must be made within seven days of the receipt of a notice; and the management committee must hear such appeal within 14 days of receipt of the notice of appeal;
- (vii) if either party is dissatisfied with the decision, there shall be a further right of appeal to the appeals committee of the appropriate league or other Competition but such appeal must be made within seven days of the receipt of the decision of the management committee, and must be heard by the appeals committee within 14 days of the receipt of the notice of appeal;
- (viii) the appropriate league or other Competition must report to The Association when the matter is finally determined, and the agreement and registration shall be cancelled by The Association where necessary;
- (ix) agreements between Clubs and Players shall contain a clause showing the provisions made for dealing with such disputes and for the cancelling of the agreements and registration by The Association; and
- (x) Clubs belonging to any league or other Competition may make similar regulations which provide for a right of appeal by either party to the Affiliated Association or to The Association.

(m) ***Disciplinary Suspension***

- (i) In the case of breach by a Player of the training or disciplinary rules or orders of the Club, a Club not wishing to use the larger powers contained in Rule C1(l) shall have the right to suspend such Player for a period not exceeding 14 days or impose a fine not exceeding two weeks' wages and shall state whether or not the Player shall receive his basic wage during the period that the Player is ordered not to attend at the Club.
- (ii) The Club shall, within two days, notify The Association and the league(s) in which the Club's first team competes of such suspension or fine.
- (iii) Within seven days of receipt of such notice of a fine or suspension the Player has the right to lodge an appeal to the management committee of the more senior league of which the Club is a member who shall hear the appeal within 14 days of receipt of the notice of appeal.

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- (iv) If either the Club or Player is dissatisfied with the decision of the league each is entitled to appeal to a League Appeals Committee within seven days of receipt of the decision, and be heard within 14 days of receipt of the notice of further appeal. The Player may request that an appeal made in accordance with this Rule shall be dealt with at a personal hearing.
 - (v) In any event the suspension or fine shall not operate as a termination or cancellation of the agreement between the Club and Player.
- (n) *Re-engagement of Players*
- (i) On or after 1st April of the year in which an agreement or any renewal of it expires, a Player under written contract may enter into a new agreement with and again be registered for the Club.
 - (ii) Until the existing agreement or any renewal of it has terminated:
 - (A) a Player may not enter into any agreement with any other Club in membership with The Association, or an Affiliated Association, or of any other national football association; and
 - (B) the Player may not be approached by any other Club, or Club Official of any other Club, or any person with a view to inducing the Player to leave the Club for which the Player is registered, except with the written permission of that Club.
 - (iii) If, by the time specified for such notice to be served, the Player has not received notice exercising an option or offering a further re-engagement under paragraph C1(j) of this Rule, the Player is free to make such enquiries or approaches as thought fit to secure employment when the agreement or renewal of it terminates.
 - (iv) A Player under suspension may be re-signed by the Club, or any option conferred on the Club may be exercised, subject to the terms of the suspension.
 - (v) In the event of a Player registered with a Club in membership with The FA Premier League or The Football League being offered re-engagement terms in accordance with the regulations of the appropriate league but wishing to accept an engagement as a Player with a Club not in membership with either league, and the Clubs not being able to reach agreement on the payment of a compensation fee, providing the Club concerned has complied with the appropriate league's regulations relating to right to a compensation fee, such compensation fee shall be determined by an appeals committee comprising one nominated representative of each of The Association (who shall act as chairman), The FA Premier League or The Football League, the Professional Footballers' Association and the other league involved.
 - (vi) In the event of a Player registered with a Club not in membership of The FA Premier League or The Football League not having accepted re-engagement terms in accordance with the Rules C1(j)(ii) to C1(j)(xv) inclusive and having negotiated terms with another Club, and the Clubs not being able to reach agreement on the payment of a compensation fee, then provided the Club holding the Player's registration has complied with the Rules, such compensation fee shall be determined by an appeals committee comprising one nominated representative of each of The Association (who shall act as chairman), the Professional Footballers' Association and the appropriate league or leagues involved.
 - (vii) When a case is referred to an appeals committee as referred to in this Rule C(n), it will be necessary for both Clubs involved to pay before adjudication a non-returnable administration fee of two hundred pounds (£200).

Players Without Written Contracts

2 (a) *Regulations Concerning Approaches*

Players who are not under written contract to a Club may be registered with a number of Clubs at any time, subject to the following provisions and those of the Competitions in which they play:

- (i) Competitions sanctioned by The Association under regulation 3 of the "Regulations for the Sanction and Control of Competitions" may make their own regulations for the approach of Players between Clubs of the Competition;
- (ii) during the current season⁴ any Club wishing to approach a Player known to be registered with or having played for any other Club must give to the secretary of each such Club, seven days' formal written notice of the intention to approach the Player;

Formal written notice of approach need be given by:

- (A) a Saturday Club only to all Saturday Clubs;
- (B) a Sunday Club only to all Sunday Clubs; and
- (C) a midweek Club only to all midweek Clubs;
- (iii) the written notice must be sent by special delivery or recorded post, or a written acknowledgment otherwise obtained from the secretary or chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained;
- (iv) following the date of posting of the written notice of approach, or receipt of an acknowledgment: (A) the Player may be registered on or after the eighth day; and (B) the Player must have been registered on or before the 21st day;
- (v) the approaching Club: (A) may not approach the same Player a second time in the same playing season; (B) may approach only one (1) Player at a Club at any time subject to Rule C2(a)(ix) below; and (C) may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment;
- (vi) if an approach is made by a Player to another Club during the current season⁵, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven days' notice of approach as set out in Rule C2(a)(i) to (v) above before registering the Player;
- (vii) a Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of Misconduct pursuant to Rule E1(b);
- (viii) a Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or appropriate Affiliated Association deems appropriate, in accordance with relevant regulations of The Association from time to time in force; and
- (ix) during the current season⁶ a maximum of two Players may be approached in the manner described above if invited to trial at a licensed academy or "Centre of Excellence" of The Association, The FA Premier League or The Football League.

(b) *Conditions*

- (i) All payments made to Players must be made by the Club and fully recorded in the accounting records of the Club.
- (ii) All salaried payments must be subject to PAYE and National Insurance.
- (iii) Any Player's paid expenses must be reimbursed via an expense claim form. The Club must retain all expense records in a format acceptable to the HM Revenue and Customs.

⁴A current season runs from 1 July to the following 31 May.

⁵Ibid.

⁶Ibid.

- (iv) A currently registered Player shall not be allowed to register with another Club without first satisfying the Club Officials of the intended Club that all reasonable financial and other liabilities have been discharged to the Club or Clubs with which the Player is or was known to be registered in the current⁷ and previous playing seasons.
 - (v) A Player approached on or after 1st May in the current season⁸ may not play in competitive football for the Club making the approach until the commencement of the following season.
- (c) *Service Players*
- (i) While serving in any branch of Her Majesty's Regular Forces, a Player may not hold a contract of employment with any Club under the jurisdiction of The Association and/or an Affiliated Association.
 - (ii) Neither a Club nor any person may attempt to induce a Player of a Club of any branch of Her Majesty's Regular Forces to play for another Club during the current season⁹ without at least 14 days' written notice of approach – in the case of the Army to the Secretary of The Army Football Association, the Royal Navy to the Secretary of The Royal Navy Football Association, and the Royal Air Force to the Player's Commanding Officer. The notice must be forwarded by special delivery or recorded post, or a written acknowledgment otherwise obtained. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained.
 - (iii) Players are required to inform civilian Clubs of their rank and service number, which information must be stated on league or other registration forms.

Scholarships

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- (a) *Scholarships*
- (i) Players on or after their 14th birthday may be offered a scholarship to commence no earlier than the last Friday in June in the academic year in which they will reach the age of 16 provided they are not receiving full-time education (a "Scholarship"). The registration of a Player on a Scholarship shall be made on Form "G(4)" (in such form as shall be published by The Association from time to time). Each form, after completion of all particulars, including dates and signatures, must be signed at the same time by the Player on a Scholarship and by a parent or guardian and returned to The Association within five days of such signatures accompanied by a copy of the agreement entered into by the Club and the Player on a Scholarship and also a copy of the birth certificate.
 - (ii) On or after a Player on a Scholarship's 17th birthday, the Player may remain on a Scholarship or may sign as a Player under written contract subject to the regulations of the league or combination of which the Club is a member, and to the Rules with reference to Players under written contract.
 - (iii) A Player on a Scholarship shall not play for a Club until such Club registering the Player has received acknowledgement of the registration from The Association. The Association will from time to time publish the names of Players registered on Scholarships.
 - (iv) Neither a Club nor any person shall induce or attempt to induce such a Player on a Scholarship to leave the Club for which the Player is registered.
 - (v) A Player who is registered on a Scholarship may play for another Club subject to the written approval of the Club for which the Player is registered. A copy of the written permission must be received by The Association, the league or combination of which the Club is a member, the Player and the Club for which the

⁷ Ibid.

⁸ Ibid.

⁹ Ibid.

Player is to play. A Club may not play more than two such Players in any match at first team level.

- (vi) If a Player on a Scholarship wishes to become a Player under written contract, the Club for which the Player was registered on a Scholarship shall be entitled to the registration of such Player as a Player under written contract. If the Club does not wish to exercise its entitlement the Player shall be free to register for any other Club.
- (vii) The provisions of Rules C1(l) and C1(m) shall apply in the case of Players on a Scholarship.

Age Ranges and Provisions Relating to Players Under 16 Years of Age

- 4 (a) Children Not Registered in the Programme for Excellence
The following provisions apply to children not registered in the "Programme for Excellence":

Children Under 6 Years Old

- (i) A child who has not attained nor will have attained the age of six as at midnight on 31st August in a playing season shall not play, and shall not be permitted or encouraged to play, in a match of any kind in that playing season.

Children permitted to play Mini-Soccer only

- (ii) A child who has not attained nor will have attained the age of ten as at midnight on 31st August in a playing season shall not play, and shall not be permitted or encouraged to play, in a match between sides of more than seven players in that playing season. Such children shall only play in a match according to the 'Laws of the Game - Mini-Soccer' or in other formats of small-sided football expressly approved by The Association from time to time. The particular age ranges for such activity are subject to amendment by the Council from time to time.

Children permitted to play Futsal

- (iii) Any child who has attained the age of six as at midnight on 31st August in a playing season may play Futsal according to the "Laws of the Game – Futsal". The particular age ranges for such activity are subject to amendment by the Council from time to time.

Children permitted to play Eleven-a-Side or Nine-a-Side

- (iv) Any child may play in a match between sides of eleven players according to the Laws of the Game or between sides of nine players according to the "Laws of the Game – 9 v 9", save for those specifically prohibited from doing so pursuant to this Rule.

Sanction Provisions

- (v) The written consent of The Association or of the relevant Affiliated Association or Associations shall be required pursuant to Rules B1 and/or B7 as appropriate for any Competition involving children who have not attained nor will have attained the age of 14 as at midnight on 31st August in that playing season. Such Competitions (whether for Mini-Soccer, nine-a-side or eleven-a-side matches) shall only be allowed where participants are restricted by age range, such age ranges being "Under 7", "Under 8", "Under 9", "Under 10", "Under 11", "Under 12", "Under 13" and "Under 14". The age ranges shall be defined to include all children (subject to Rule C5(i) above) who have not attained nor will have attained the ages of 7,8,9,10,11,12,13 or 14 respectively as at midnight on 31st August in the relevant playing season.

Age Brackets

- (vi) (A) A child in the age ranges Under 7, Under 8, Under 9, Under 10, Under 11, Under 12, Under 13, Under 14 and Under 15 must not play and shall not be

permitted, or encouraged to play, in a match where any other player is older or younger by 2 years or more than that person (for disability football the two year age band may be varied at the discretion of The Association).

- (B) To play in an Under 18 age bracket competition the player must have achieved the age of 15 by midnight on 31st August of the playing season.
- (C) To play in an open age competition a player must have achieved the age 16, (to come in to effect from the 2007-08 season).

Gender of Players in Under 11 Matches

- (vii) A child in the age ranges Under 7, Under 8, Under 9, Under 10 and Under 11 may play in a match involving boys and girls.

Priority for School Activities

- (viii) Priority must at all times be given to school or school organisation's activities in accordance with the recommendations of the "Memorandum: Children of School Age and School Games" whilst a pupil is receiving full-time education.
- (ix) All Clubs and Competitions, excluding those whose matches are played on Sundays, shall include in their rules a provision to the effect that the availability of a pupil must be consented to by the head teacher.

(b) *Players of School Age Registered in the Programme for Excellence*

- (i) Players who reach the age of nine years during the academic year and who are in full-time education may register with a recognised and licensed Centre of Excellence through the procedures established by The Association's regulations.
- (ii) It shall be a breach of the Rule for a Centre of Excellence without a valid licence to coach and train players of school age who are in full-time education, and registered through the registration scheme or for a licensed Centre of Excellence to play against any centre which is not licensed apart from a school. The licensing authority for Centres of Excellence shall comprise representatives as determined by The Association and which shall lay down regulations and guidelines by which the Programme for Excellence is run.
- (iii) It shall be deemed to be Misconduct for any Club or Club Official to induce any player of school age registered with a separate Club or Centre of Excellence to leave school for the purpose of signing a contract of employment.

D. INTERNATIONAL AND OTHER REPRESENTATIVE MATCHES AND CALL-UPS

International Matches

- 1 A Player selected for an international or other representative team, tour, squad or other call-up arranged by The Association shall attend at the time and place notified to the Player and comply with the arrangements of The Association in every respect, save where there is good and sufficient cause not to do so.
- 2 A Club shall do all things necessary to ensure that a Player referred to in Rule D1 above complies with the arrangements of The Association.
- 3 Illness or injury shall constitute good and sufficient cause for the purposes of Rule D1 above by where The Association is satisfied, following receipt of medical evidence, that such illness or injury is of sufficient seriousness. The Player shall, in any event, submit to assessment by a medical adviser appointed by The Association.

Inter-Affiliated Association Matches

- 4 In inter-Affiliated Association Matches, a Player must be a bona fide member of a Club in membership of the Association for which the Player plays, but a Player shall always be eligible to play for the County Association of birth. A Player shall not be eligible to play for

more than one Affiliated Association in the same season in Inter-Affiliated Competition matches.

E. CONDUCT

Misconduct

- 1 The Association may act against a Participant in respect of any "Misconduct", which is defined as being a breach of the following:
 - (a) the Laws of the Game;
 - (b) the Rules and regulations of The Association and in particular Rules E3 to 28 below;
 - (c) the statutes and regulations of UEFA;
 - (d) the statutes and regulations of FIFA;
 - (e) the rules or regulations of an Affiliated Association or Competition; and
 - (f) an order, requirement, direction or instruction of The Association.
- 2 The same facts or matters may constitute a breach of more than one rule, regulation, statute or law referred to above, The Association may bring a charge or such charges as it sees fit.

General Behaviour

- 3 (1) A Participant shall at all times act in the best interests of the game and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of, violent conduct, serious foul play, threatening, abusive, indecent or insulting words or behaviour.
- (2) In the event of any breach of Rule E 3(1) including a reference to any one or more of a person's ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability (an "aggravating factor"), a Regulatory Commission shall consider the imposition of an increased sanction, taking into account the following entry points -

For a first offence, a sanction that is double that which the Regulatory Commission would have applied had the aggravating factor not been present.

For a second offence, a sanction that is treble that which the Regulatory Commission would have applied had the aggravating factor not been present.

Any further such offence(s) shall give rise to consideration of a permanent suspension.

These entry points are intended to guide the Regulatory Commission and are not mandatory.

The Regulatory Commission shall have the discretion to impose a sanction greater or less than the entry point, according to the aggravating or mitigating factors present in each case.

Discrimination

- 4 A Participant shall not carry out any act of discrimination by reason of ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability.

Gifts, Rewards or Other Matters in Relation to Matches

- 5 A Participant shall not, directly or indirectly, offer, agree to give, give, solicit, agree to accept or accept any gift or reward or consideration of any nature which is, or could appear to be related in any way to influencing the outcome or conduct of a Match.
- 6 As an exception to Rule E5 above, a Participant may enter into an arrangement or agreement for which the prior written approval of The Association has been sought and obtained. Bonuses agreed between a Club and its Players or Club Officials shall be deemed to be approved.

Tickets

- 7 A Participant shall not:
- (a) Sell a ticket for any football match;
- Or
- (b) Otherwise dispose of such a ticket to another person
- Unless he is authorised to do so in writing by the organisers of the match

Betting

- 8 (a) A Participant shall not, either directly or indirectly, bet, or instruct, permit or enable any person for the Participant's benefit to bet, on the result, progress or conduct of a Match or Competition in which the Participant is participating or in which the Participant has any influence, either direct or indirect.
- (b) A Participant shall not use, or provide to any other person any information relating to football which the Participant has by virtue of his or her position within the game and which is not publicly available for, or in relation to, betting.
- It shall not be a breach of the above provisions of this Rule E8, if the Participant can prove that the bet was on authorised and registered football pools.

Attempts and Agreements to Breach

- 9 An attempt by a Participant or any agreement with any other person (whether or not a Participant) to act in breach of any provision contained in these Rules shall be treated for the purposes of these Rules as if a breach of the relevant provisions had been committed.

Compliance with Decisions, Including Suspensions

- 10 Each Participant shall comply with a decision made pursuant to the Rules and regulations of The Association.
- 11 A Participant shall not participate in any activity with another Participant suspended from carrying out such activity.
- 12 A Club shall do all things necessary to ensure that a Player associated with it complies with a penalty or order imposed pursuant to the Rules and regulations of The Association.
- 13 An Affiliated Association, Competition, or Club shall not appoint to any position, or allow to continue in such position, any individual who has been suspended from holding such position.

Reporting Misconduct

- 14 A Participant shall immediately report to The Association any incident, facts or matters which may constitute Misconduct. For the purposes of this Rule, a report to an Affiliated Association shall constitute a report to The Association.
- 15 A report to The Association of any incidents, facts or matters shall not be made for vexatious or frivolous reasons.

Suspension Pending Misconduct Hearing

- 16 The Association shall have the power to order that a Club Official or Player associated with a Club in The FA Premier League or The Football League shall be suspended from all or any specific football activity for such period and on such terms and conditions as The Association considers fit (an "Interim Suspension Order") where:
- (a) The Club Official or Player has been charged by The Association in relation to an alleged act of Misconduct, or with a criminal offence, or by The FA Premier League or The Football League in connection with disciplinary action pursuant to relevant regulations; and

- (b) The Association, the Professional Footballers' Association (in the case of a Player) and The FA Premier League or The Football League (as appropriate) have each agreed the Interim Suspension Order.
- 17 The period of an Interim Suspension Order shall not be capable of lasting beyond the date upon which any charge of Misconduct or criminal offence or other disciplinary proceedings referred to in paragraph (a) above is decided or brought to an end.
- 18 Notification of an Interim Suspension Order shall be given as soon as reasonably practicable to the individual concerned and/or the Club with which the individual is associated.

Attendance at and Participation in Matches

- 19 An individual may take part in or attend at a Match only on condition that such individual observes the Rules, and each Affiliated Association, Competition and Club is required to observe and enforce such Rules.
- 20 Each Affiliated Association, Competition and Club shall be responsible for ensuring:
- (a) that its directors, players, officials, employees, servants, representatives, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and refrain from any one or combination of the following: racist, violent, threatening, abusive, obscene or provocative behaviour, conduct or language whilst attending at or taking part in a Match in which it is involved, whether on its own ground or elsewhere; and
- (b) that no spectators or unauthorised persons are permitted to encroach onto the pitch area, save for reasons of crowd safety, or to throw missiles, bottles or other potentially harmful or dangerous objects at or on to the pitch.
- 21 Each Club is expected to provide a private way from the playing area to dressing room wherever this is practicable.
- 22 Any Affiliated Association, Competition or Club which fails effectively to discharge its said responsibility in any respect whatsoever shall be guilty of Misconduct. It shall be a defence in respect of charges against a Club for Misconduct by spectators and all persons purporting to be supporters or followers of the Club, if it can show that all events, incidents or occurrences complained of were the result of circumstances over which it had no control, or for reasons of crowd safety, and that its responsible officers or agents had used all due diligence to ensure that its said responsibility was discharged.
- 23 Any individual referred to in Rule E20 above may be removed from any ground, and such force used as may be necessary for the purpose of effecting such removal.
- 24 Each Club shall have bills printed and posted in their grounds, threatening with expulsion anyone responsible for any insulting or improper conduct towards a Match Official.

Doping Control

- 25 A Participant shall comply with the provisions of any doping control regulations of The Association from time to time in force.

Suspension for Serious Criminal Offences

- 26 Council shall have the power to order that a Participant be suspended from all or any specific football activity for such period and on such terms and conditions as it considers fit where the Participant has been convicted of a criminal offence and where Council considers there to be a risk of physical harm to another Participant or Participants through the convicted Participant's continuing participation in the game.

F. POWERS OF INQUIRY

Powers of Inquiry of The Association

- 1 The Association shall have the power to monitor the compliance by each Participant with the Rules, the Laws of the Game, the statutes and regulations of FIFA and UEFA and the

rules and regulations of each Affiliated Association and Competition to which a Participant is subject and/or inquire into any incident, facts or matters which may constitute misconduct under these Rules.

- 2 In carrying out its functions under Rule F1, The Association shall have the power to require of any Participant upon reasonable notice:
 - (a) his or her attendance to answer questions and provide information; and
 - (b) the production of documents, information or other material in whatever form held.
- 3 Any failure by a Participant to comply with any requirement under Rule F2 may constitute Misconduct under the Rules and The Association may bring a charge or such charges as it sees fit.
- 4 Each Affiliated Association, Competition, or Club shall ensure the compliance by its officials, directors, players, representatives or servants with a requirement to answer questions and provide information and/or produce any one or a combination of documents, information or other material in whatever form held.
- 5 In carrying out its functions under Rule F1, The Association may request any person who is not a Participant to assist it by producing any one or a combination of documents, information or other material in whatever form held and/or answering questions and providing information.
- 6 The powers of The Association, as set out in Rules F1 to F5 above, shall be exercised on the authority of Council as it sees fit.
- 7 Save in respect of any matter to be dealt with under Rules F1 to F5 above, a commission of inquiry may be appointed by the chairman of the Football Regulatory Authority from time to time (or, in his absence, the deputy chairman of the Football Regulatory Authority) as it sees fit and may consist of such persons and have such terms of reference as are considered appropriate. The terms of reference of the commission of inquiry may be published at the time of its appointment. The terms of reference may relate to any matter connected with the affairs of The Association.
- 8 A commission of inquiry may adopt such procedures as it considers appropriate.
- 9 A commission of inquiry shall have the same powers as set out under Rules F2, 4 and 5 above.
- 10 A commission of inquiry shall present a report to the chairman of the Football Regulatory Authority (or, in his absence, the deputy chairman of the Football Regulatory Authority). The chairman of the Football Regulatory Authority from time to time (or, in his absence, the deputy chairman of the Football Regulatory Authority) may publish a report in any way considered appropriate, subject to law or statute, and taking into account matters of confidentiality and/or commercial sensitivity.

G. DISCIPLINARY POWERS

Jurisdictional Arrangements

- 1 Misconduct under Rule E1(a) above shall be dealt with only by The Association, or an Affiliated Association on its behalf, notwithstanding that the alleged breach may constitute misconduct under the rules and regulations of an Affiliated Association or Competition.
- 2 The Association shall have the power to take disciplinary action in all cases where facts or matters give rise to alleged Misconduct under Rule E1(b) to (f) inclusive above and these powers of The Association shall be exercised on the authority of Council as it sees fit.
- 3 Facts or matters giving rise to alleged Misconduct under Rule E1(b) to (f) inclusive, which also give rise to an alleged breach of the rules and/or regulations of The FA Premier League or The Football League, may be dealt with by The Association under the Rules and regulations of The Association, unless The Association and either The FA Premier League or The Football League as appropriate, agree that either league shall act.

- 4 Facts or matters giving rise to alleged Misconduct under Rule E1(b) to (f) inclusive, which also give rise to an alleged breach of the rules and/or regulations of a Competition other than those referred to at Rule G3 above, shall be dealt with by the Competition having jurisdiction under its rules and regulations, unless The Association and/or an Affiliated Association acts. A Competition shall not act before The Association or Affiliated Association acts.
- 5 The power to impose a penalty or other order for Misconduct shall be exercised on the authority of Council as it sees fit.

Procedures for Dealing with Alleged Misconduct Under Rule E1(a)

- 6 Misconduct under Rule E1(a) above shall be dealt with under Rules G7 to G8 (inclusive).
- 7 Any breach of the Laws of the Game involving a Player associated with a Club in The FA Premier League, The Football League, The Football Conference, the Isthmian League, the Northern Premier League and the Southern League shall be dealt with by The Association in accordance with the relevant "Memorandum of Disciplinary Procedures concerning a breach of the Laws of the Game".
- 8 Any breach of the Laws of the Game involving a Player associated with a Club other than referred to above shall be dealt with on behalf of The Association by the Affiliated Association having jurisdiction over the Club in relation to the Match concerned. The matter shall be dealt with by the Affiliated Association in accordance with the relevant "Memorandum of Disciplinary Procedures" concerning a breach of the Laws of the Game.

Procedures for Dealing with Alleged Misconduct Under Rule E1(b)-(f)

- 9 Misconduct under Rule E1(b) to (f) inclusive shall be dealt with under the "Regulations for Football Association Disciplinary Action".

H. APPEALS TO AN APPEAL BOARD

- 1 Subject to Rule H2 below, an appeal shall lie to an Appeal Board under these Rules and regulations of The Association only where the Rules and regulations of The Association expressly give a right of appeal to an Appeal Board, or in any other case where The Association, acting by the Chief Executive (or his nominee), agrees to an appeal taking place.
- 2 No appeal shall lie to an Appeal Board under these Rules and regulations of The Association where an appeal has been heard by an Affiliated Association in respect of a decision of a Competition, or in respect of decisions arising out of competitions of Affiliated Associations where the rules and regulations provide that such decisions are final.
- 3 An appeal may be made only by either the person or body who is the subject of the original decision appealed against or The Association.
- 4 An appeal shall be dealt with under the relevant regulations of The Association from time to time in force.

I. FINANCIAL RECORDS

- 1 (a) *Records to be Kept*
An Affiliated Association, Competition or Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Affiliated Association, Competition or Club.
- (b) *Records to be Retained*
An Affiliated Association, Competition or Club must retain accounting records for six years.

(c) *Corporate Bodies – Accounts*

An Affiliated Association, Competition or Club which prepares annual accounts in accordance with the Act shall, on demand, forward a copy of the annual accounts to The Association.

(d) *Unincorporated Bodies – Financial Statements*

An Affiliated Association, Competition or Club which does not prepare annual accounts in accordance with the Act (as amended and modified from time to time) shall prepare a "Financial Statement", in such format as shall be determined by The Association from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant. A copy of any Financial Statement shall, on demand, be forwarded to The Association.

(e) *Bodies Required to Prepare only a Receipts and Payments Statement*

An Affiliated Association, Competition or Club not owning gross assets exceeding ten thousand pounds shall not be required to prepare a Financial Statement under the provisions of Rule 11(d) but instead shall prepare only a "Receipts and Payments Statement", which shall be in such format as shall be determined by The Association from time to time. A Receipts and Payments Statement shall, on demand, be forwarded to The Association or the relevant Affiliated Association.

(f) *Errors and Omissions to be Reported*

Any material errors or omissions in the accounting records of an Affiliated Association, Competition or Club must be reported by such body to The Association or, in the case of a Competition not sanctioned by The Association, or a Club not being a Full Member Club nor an Associate Member Club, to the relevant Affiliated Association.

(g) *Documentation of Loans Made to a Club*

All loans extended to a Club should be documented. Copies of the documentation should be retained by the Club. The loan document should include the following information:

- (i) the value of the loan;
- (ii) the length of the loan;
- (iii) the interest rate charged, and whether this is fixed or variable;
- (iv) repayment terms;
- (v) the full names of the individual or corporate body extending the loan; and
- (vi) the terms in the event of a default on the loan,

and the document should be signed by two Club Officials or Management Committee Members who are independent of the party extending the loan

(h) *Gate Records to be Kept by Clubs*

When a Club charges for admission to a match, it is necessary for that Club to have a system that enables them to:

- (i) record the full gate receipts for each Match;
- (ii) account for the full gate receipts in the Club's accounting records and bank account; and
- (iii) accurately record the number of entrants into the ground for each Match.

The Club should retain documentation supporting this system for six years.

Provisions Relating to Clubs

2 (a) *General Provisions*

A Club shall include the following provisions in its Articles of Association (where a corporate body) or Club rules (where an unincorporated association):

- (i) "The members and the directors of the Company shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Company are carried out in accordance with the Rules and regulations of The Football Association Limited for the time being in force.
- (ii) No proposed alteration to the provisions set out herein shall be effective unless the proposed alteration has been approved in writing by The Football Association Limited 14 days or more before the day on which the alteration is proposed to take place.
- (iii) The office of (a/an Director/Officer or Official)¹⁰ shall be vacated if such person is subject to a decision of The Football Association Limited that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club."

(b) ***Club Companies – Winding Up Provisions***

A Club which is a corporate body shall have the following provisions in its Articles of Association:

"On the winding-up of the Company the surplus assets shall be applied, first, in repaying the Members the amount paid on their shares respectively. If such assets are insufficient to repay the said amount in full, they shall be applied rateably, so that the loss shall fall upon the Members in proportion to the amount called up on their shares respectively. No Member shall be entitled to have any call upon other Members for the purpose of adjusting the Members' rights; but where any call has been made and has been paid by some of the Members such call be enforced against the remaining Members for the purpose of adjusting the rights of the Members between themselves.

If the surplus assets shall be more than sufficient to pay to the Members the whole amount paid upon their shares, the balance shall be given by the Members of the Club, at or before the time of dissolution as they shall direct, to The Football Association Benevolent Fund, or to some Club or Institute in the [here insert the name of the appropriate city or county] having objects similar to those set out in the Memorandum of Association or to any local charity, or charitable or benevolent institution situate within the said [here insert the name of the appropriate city or county].

In default of any such decision or apportionment by the Members of the Club, the same to be decided upon and apportioned by a Judge of the High Court of Justice having jurisdiction in such winding-up or dissolution and as he shall determine.

Alternatively such balance may be disposed of in such other manner as the Members of the Club may, with the written consent of The Football Association Limited, determine."

(c) ***Unincorporated Clubs – Winding Up Procedures***

Where a Club which is an unincorporated association is wound up and there are surplus assets after the payment of debts of the Club, the surplus assets shall be transferred only to a Club, Competition or Affiliated Association or The Association.

(d) ***Notifiable Changes***

A Club shall not alter its constitution or make a material change to its financial structure without prior notification to The Association or if not a Full or Associate Member Club then the Parent Association of the Club. Any new entity shall be deemed, for the purposes of playing status in a Competition, to be a new Club.

¹⁰ Delete as appropriate.

For the purposes of this Rule, an alteration in constitution or material change in financial structure shall include such as winding-up of a Club, incorporation of an unincorporated Club, an agreement by which all the assets and goodwill of the Club are sold or transferred, entry into compulsory or voluntary liquidation, the convening of a meeting of creditors or the appointment of a receiver, administrative receiver, manager or administrator or if the Club ceases for any reason to carry on business or becomes a holding company or subsidiary company within the meaning of section 736 of the Act.

J. RULES, REGULATIONS AND LAWS OF THE GAME

1 (a) *Alterations to Rules*

Subject to any procedural provisions as set out in the Articles, The Association may make alterations to these Rules as and when considered necessary, so as to conform to any alterations to the Memorandum of Association of The Association or the Articles.

(b) *Forms*

The Association shall settle the Forms required by these Rules from time to time.

(c) *Rules and Regulations*

(i) The Association shall have the power to make or alter such regulations as are deemed necessary to provide for matters arising from or to implement these Rules in so far as any such regulation is not in conflict with any Rule.

(ii) Affiliated Associations and Clubs in membership with The Association and/or an Affiliated Association shall be deemed to have knowledge of and be bound by the said Rule or regulation if the same shall have been published by The Association, the production of which shall constitute at all times undisputed proof of the validity of such Rule or regulation.

(d) *Regulations Concerning Cup Competitions and Match Officials*

The Association is authorised to make such regulations with reference to "Cup Competitions" and Match Officials, as it may deem expedient.

(e) *Laws of the Game*

The Laws of the Game as amended at a meeting of the International Football Association Board in each calendar year shall come into force on such a date as is directed by the International Football Association Board.

(f) *Fit and Proper Person*

A Participant shall comply with the provisions of any regulations relating to "Fit and Proper Persons" as shall be in force from time to time as determined by The Association.

(g) *Safeguarding Children*

A Participant shall abide by any regulations for safeguarding children as determined by The Association from time to time.

Advertising on Player's clothing

2 Advertising on Player's wearing apparel is permitted providing such advertising complies with relevant regulations as determined by The Association from time to time in force.

Mixed Football

3 Save for matches in a playing season in the age ranges Under 7, Under 8, Under 9, Under 10 and Under 11 (as defined at Rule C), Players in a Match must be of the same gender.

K. ARBITRATION**Agreement to Arbitration**

- 1 (a) Subject to Rule K1(b), K1(c) and K1(d) below, any dispute or difference between any two or more Participants (which shall include, for the purposes of this section of the Rules, The Association) including but not limited to a dispute arising out of or in connection with (including any question regarding the existence or validity of):
- (i) the Rules and regulations of The Association which are in force from time to time;
 - (ii) the rules and regulations of an Affiliated Association or Competition which are in force from time to time;
 - (iii) the statutes and regulations of FIFA and UEFA which are in force from time to time; or
 - (iv) the Laws of the Game,
- shall be referred to and finally resolved by arbitration under these Rules.
- (b) No arbitration shall be commenced under these Rules unless and until the party or parties wishing to commence an arbitration under these Rules (the "Claimant(s)") has exhausted all applicable rights of appeal pursuant to the Rules and regulations of The Association.
- (c) Rule K1(a) shall not apply to any dispute or difference which falls to be resolved pursuant to any rules from time to time in force of any Affiliated Association or Competition.
- (d) Rule K1(a) shall not operate to provide an appeal against the decision of a Regulatory Commission or an Appeal Board under the Rules and shall operate only as the forum and procedure for a challenge to the validity of such decision under English law on the grounds of ultra vires (including error of law), irrationality or procedural unfairness, with the Tribunal exercising a supervisory jurisdiction.
- (e) The parties agree that the powers of the court under pages 44, 45 and 69 of the Arbitration Act 1996 are excluded and shall not apply to any arbitration commenced under these Rules.

Commencement of Arbitration

- 2 (a) In order to commence an arbitration under these Rules the Claimant(s) shall serve on the other party or parties to the dispute (the "Respondent(s)") a written notice of arbitration (the "Notice of Arbitration") which shall set out:
- (i) the names and addresses of the parties to the arbitration;
 - (ii) a brief statement describing the nature and circumstances of the dispute and specifying the relief claimed;
 - (iii) any proposals in relation to the procedures for the arbitration including any proposed variation of the Standard Directions set out under Rule K 4(b) below; and
 - (iv) the name and address of the Claimant(s)'s appointed arbitrator (between them if more than one), who must have confirmed to the Claimant(s) his / her willingness and availability to accept the appointment.
- (b) Within 14 days of service of the Notice of Arbitration, the Respondent(s) shall each serve on the Claimant(s) and any other Respondent(s) a response to the Notice of Arbitration (the "Response(s)") which shall set out:
- (i) an admission or denial of all or part of the claims set out in the Notice of Arbitration;
 - (ii) a brief statement of the nature and circumstances of the Respondent(s)'s denial, if any, and of the nature and circumstances of any counterclaim;

- (iii) a response to any proposals made by the Claimant in the Notice of Arbitration in relation to the procedures for the arbitration, together with any proposals that the Respondent(s) may have; and
- (iv) the name and address of the Respondent(s)'s appointment to act as appointed arbitrator (between them if more than one), who must have confirmed to the Respondent(s) his / her willingness and availability to accept the appointment.

The Tribunal

- 3
- (a) In these Rules, "Tribunal" means the arbitrator or arbitrators appointed pursuant to these Rules to determine the dispute. Subject to the appointment of a single arbitrator under Rule K (3)(d) below, the Tribunal shall consist of three arbitrators.
 - (b) The Claimant(s) and the Respondent(s) shall within 14 days of service of the Response(s) agree to the appointment of a third arbitrator who shall act as chairman of the Tribunal.
 - (c) Where:
 - (i) in a dispute to which The Association is not a party, any party fails to serve a Response under Rule K2(b) above within 14 days of service of the Notice of Arbitration, the Chairman of the Football Regulatory Authority (the "FRA") shall appoint an arbitrator on behalf of the Respondent(s) and shall appoint the chairman of the Tribunal. Such appointments shall be made within 14 days after the date upon which the Response(s) should have been served. A Respondent shall have no right to oppose such arbitrator(s) who shall be treated as if appointed (or agreed to in respect of the appointment of the chairman of the Tribunal) by the Respondent(s);
 - (ii) in a dispute to which The Association is a party, any party fails to serve a Response under Rule K2(b) above within 14 days of service of the Notice of Arbitration, the Claimant shall forward a copy of the Notice of Arbitration to the President of the Chartered Institute of Arbitrators who shall appoint an arbitrator on behalf of the Respondent(s) and shall appoint the chairman of the Tribunal. Such appointments shall be made within 14 days after the date upon which the Response(s) should have been served. A Respondent shall have no right to oppose such arbitrator(s) who shall be treated as if appointed (or agreed to in respect of the appointment of the chairman) by the Respondent(s); and
 - (iii) the parties cannot agree on the appointment of a third arbitrator who shall act as chairman of the Tribunal under Rule K3(b) above:
 - (A) in a dispute in which The Association is not a party, the Chairman of the FRA shall appoint the chairman of the Tribunal as appropriate; or
 - (B) in a dispute in which The Association is a party, the President of the Chartered Institute of Arbitrators shall appoint the chairman of the Tribunal as appropriate.
 - (d) Notwithstanding the other provisions of this Rule K, the parties shall be at liberty to agree the appointment of a single arbitrator in which case Rule K shall be interpreted on the basis that the Tribunal comprises a single arbitrator who shall undertake the duties of both the Tribunal and the chairman of the Tribunal.
 - (e) Each arbitrator must be, and remain, impartial and independent of all the parties to the arbitration at all times. Each arbitrator must be resident in England.
 - (i) Any arbitrator may be challenged if circumstances exist that give rise to justifiable doubts as to the arbitrator's impartiality or independence. A party who intends to challenge an arbitrator shall send to the other party or parties a notice of challenge setting out the reasons for its challenge within 14 days after notification of the appointment of the challenged arbitrator, or within 14 days from the date when the party making the challenge is informed of the facts and circumstances upon which the challenge is based if such date is subsequent to the receipt of such

notification. A copy of the notice shall be sent at the same time to the arbitrator who is challenged and the other members of the Tribunal and The Association or the President of the Chartered Institute of Arbitrators (in the event that either appointed the arbitrator challenged). The notification shall be in writing and shall state the reasons for the challenge.

- (ii) If the other party or parties do(es) not agree to the challenge or the challenged arbitrator does not withdraw, the decision on the challenge will be made, in a dispute in which The Association is not a party, by the Chairman of the FRA, or in a dispute in which The Association is a party, by the President of the Chartered Institute of Arbitrators. If the challenge is sustained, a replacement arbitrator shall be appointed pursuant to Rule K3(f).
- (f) In the event that the procedure for the appointment of any arbitrator fails, upon the application by any party or parties, the Chairman of the FRA (in a dispute to which The Association is not a party) or, the President of the Chartered Institute of Arbitrators (in a dispute to which The Association is a party) shall make such appointments as are necessary.
- (g) If, for any reason, an arbitrator becomes unable to act or refuses to act, a replacement shall be appointed in the same manner as the original appointment.

Procedure

- 4
- (a) The periods referred to in this Rule K 4 shall be calculated from the date on which the chairman of the Tribunal has been appointed (referred to hereafter as the Tribunal having been "Fully Constituted").
 - (b) Subject to Rule K 4(c) below, the following Standard Directions shall apply to the conduct of an arbitration under these Rules:
 - (i) within 21 days, the Claimant(s) shall serve its (their) Points of Claim;
 - (ii) within 42 days, the Respondent(s) shall serve its (their) Points of Defence;
 - (iii) within 70 days, the parties shall exchange statements of the witnesses they will rely upon;
 - (iv) within 98 days, the parties shall exchange and serve on the Tribunal their written submissions; and
 - (v) within 119 days, the hearing shall take place.
 - (c) In the event that any or all of the parties wish to vary the Standard Directions, or wish for any other direction to be given (such as in relation to disclosure or expert evidence), then:
 - (i) the parties shall be free to agree to a variation of the Standard Directions, or for other directions to be given; or
 - (ii) in the event that the parties cannot reach an agreement as to directions, either party may at any time apply in writing to the Tribunal for the directions to be varied, or for any other directions to be given.
 - (d) In varying the Standard Directions, or making other directions, the Tribunal shall exercise its powers with a view to obtaining a fair resolution of the dispute without unnecessary delay or expense, and shall make its directions as soon as reasonably practicable.
 - (e) Unless otherwise agreed by the parties, the powers of the Tribunal under Rules K 4(c) and K 4(d) shall be carried out by the chairman of the Tribunal on his own.
 - (f) The parties shall be entitled to agree all other procedural and evidential matters, failing which such matters shall be determined by the Tribunal. These matters may include (but are not limited to):
 - (i) whether to apply strict rules of evidence or any other rules as to the admissibility, relevance or weight of any material tendered by a party on any matter of fact or expert opinion and to determine the true manner and form in which material

- should be exchanged between the parties and presented to the Tribunal; and
- (ii) whether there should be a hearing or hearings before the Tribunal or whether the dispute should be determined on the basis of written submissions and documents alone.
- (g) In the event of default by either party in respect of any matter under these Rules or of any order or direction of the Tribunal (or of an Interim Tribunal under Rule K8(c) below), the Tribunal shall have the power, upon application by any party or of its own motion:
- (i) to debar that party from further participation, in whole or in part, in the arbitration; and/or
 - (ii) proceed with the arbitration and deliver its award; and/or
 - (iii) make such other order as it sees fit.
- (h) Parties may be represented in an arbitration conducted under these Rules by a Solicitor or Barrister or any other individual of their choice.

The Tribunal's General Powers

- 5 The Tribunal shall have power to:
- (i) determine any question of law or fact arising in the course of the arbitration;
 - (ii) determine any question as to its own jurisdiction
 - (iii) order a stay or adjournment of the arbitral proceedings, provided that it is just and equitable to do so;
 - (iv) summarily determine the claim, including having the power to grant summary award or strike-out if it is just and equitable to do so;
 - (v) order the Claimant to provide security for costs of the arbitration;
 - (vi) allow either party upon such terms (as to costs and otherwise) as it shall think fit to amend any statement of case (including the Notice of Arbitration, Response, Points of Claim and Points of Defence);
 - (vii) give directions in relation to the preservation, custody, detention, disclosure, inspection or photographing of property owned by or in the possession of a party to the arbitration;
 - (viii) give directions as to the preservation of evidence in the custody or control of a party;
 - (ix) direct that a witness be examined on oath;
 - (x) require each party to give notice of identity of witnesses it intends to call;
 - (xi) require exchange of witness statements and any experts' reports;
 - (xii) appoint one or more experts to report to it on specific issues;
 - (xiii) require a party to give any such expert any relevant information or to produce or provide access to any relevant document or property;
 - (xiv) order that a transcript be taken of the proceedings;
 - (xv) extend or abbreviate any time limits provided under Rule K or by the directions ordered by the Tribunal;
 - (xvi) require the parties to attend such procedural meetings as it deems appropriate to identify or clarify the issues to be decided and the procedures to be adopted; and
 - (xvii) give such other lawful directions as it shall deem necessary to ensure the expeditious, economical, just and final determination of the dispute.

Duties of the Parties

- 6 The parties shall do all things necessary for the proper and expeditious conduct of the arbitration and shall comply without delay with any directions of the Tribunal as to procedural or evidential matters.

Remedies

- 7 The Tribunal shall have the power to:
- (i) make a declaration as to any matter to be determined in the proceedings;
 - (ii) order the payment of a sum of money;
 - (iii) award simple or compound interest;
 - (iv) order a party to do or refrain from doing anything;
 - (v) order specific performance of a contract (other than a contract relating to land); and
 - (vi) order the rectification, setting aside or cancellation of a deed or other document.

Interim Applications

- 8 (a) Section 44 of The Arbitration Act 1996 shall not apply to the arbitrations commenced under this Rule K.
- (b) Following the Tribunal having been Fully Constituted, the parties shall make any application for interim relief to the Tribunal, which shall determine any such applications as it sees fit with the Tribunal exercising the powers provided under Rule K5 and Rule K7 above.
- (c) In the event that a party wishes to seek interim relief prior to the Tribunal being Fully Constituted, then that party shall be entitled to seek such relief in accordance with the following procedure:
- (i) The party seeking interim relief (the "Applicant") shall serve its application on the other party and file its application (the "Application") with Sports Resolutions (UK), contact details for which can be obtained from the Disciplinary Department at The Association.
 - (ii) Within 2 business days (a "business day" being a day other than a Saturday or a Sunday, on which banks generally are open in London for the transaction of normal banking business) of being served with the Application, Sports Resolutions (UK) shall appoint a single arbitrator, who shall be a Barrister or Solicitor of seven or more years' standing, to hear the Application (the "Interim Tribunal");
 - (iii) The Interim Tribunal shall decide all procedural and evidential matters and shall give directions within 2 business days of its appointment. The directions shall include without limitation:
 - (A) the extent to which there shall be oral or written evidence or submissions;
 - (B) whether to have an oral hearing to determine the Application, or whether to determine the Application on paper.
 - (iv) In determining the Application the Interim Tribunal shall exercise the powers provided under Rule K5 and Rule K7 above.
 - (v) The Interim Tribunal's award shall be in writing and shall be provided to both parties and to the Tribunal.
 - (vi) Subject to Rule K 8(c)(vii) below, the Applicant shall be responsible for the costs of the Interim Tribunal.
 - (vii) The Interim Tribunal shall have the power but not the obligation to:
 - (A) make such order against one or more of the parties as it considers appropriate as to the costs of the Application, which shall include:
 - (i) the fees and expenses of the Interim Tribunal and any hearings;
 - (ii) the parties' legal and other costs in the Application, including administrative costs (if any); and,
 - (iii) the parties' legal and other costs incurred in any cost assessment or determination under Rule K8(c)(ix) below.

(B) order that the costs of the Application be reserved to the Tribunal.

(viii) In appropriate cases the Interim Tribunal may award costs on an indemnity basis.

(ix) The Interim Tribunal shall have the power to assess or determine the costs of the Application (either summarily or upon detailed representations by the parties) if requested to do so by either party.

Provisional Award

9 The Tribunal shall have the power to make provisional awards during the proceedings including without limitation requiring a party to make an interim payment on account of the claim or the costs of the arbitration. Any such provisional award shall be taken into account when the final award is made.

Award

10 (a) The Tribunal shall make its award ("the Award") in writing and, unless all parties otherwise agree in writing, shall state the reasons for its decision. The Award shall be dated and signed by the Tribunal. Without prejudice to its obligations under Rule K11, the Tribunal shall inform The Association of its Award and provide The Association with a copy of any written decision.

(b) Subject to the provisions of sections 67 and 68 of the Arbitration Act 1996, the Award shall be final and binding on the parties from the date that it is made, who shall be deemed to have waived irrevocably any right to appeal, review or recourse to a court of law.

(c) Where there were three arbitrators and the Tribunal fails to agree on any issue, the arbitrators shall decide that issue by a majority. Failing a majority decision on any issue, the chairman of the Tribunal shall decide that issue.

Confidentiality

11 (a) The parties shall preserve and respect the confidentiality of the arbitration proceedings, including the issues in the dispute and the evidence and arguments presented by the parties.

(b) Subject to Rule K11(c) no disclosure shall be made to any third party of the existence of the proceedings, the contents of any documents or other evidence produced in the arbitration or any procedural decision of the Tribunal or its Award, or any part of them save and to the extent that the disclosure may be required of a party by legal duty, to protect or pursue a legal right or to enforce an award, except with the prior written agreement of the parties to the arbitration.

(c) Unless otherwise agreed between the parties, where the Association is party to an arbitration, the Award shall be made public, subject to appropriate redaction to protect third party confidentiality.

Costs

12 (a) The Tribunal shall have the power but not the obligation to make such order against one or more of the parties as it considers appropriate as to the costs of the arbitration, which shall include:

(i) the fees and expenses of the arbitrators and any hearings;

(ii) the parties' legal and other costs in the arbitration, including administrative costs (if any); and,

(iii) the parties' legal and other costs incurred in any cost assessment or determination under Rule K12(c) below.

(b) In appropriate cases the Tribunal may award costs on an indemnity basis.

(c) The Tribunal shall have the power to assess or determine the costs (either summarily or upon detailed representations by the parties) if requested to do so by either party.

Service of Documents

- 13 (a) Any document served under this Rule K (including any Notice of Arbitration or Response) will be deemed to be received by the relevant party on a particular day, if it is received by that body or person (as appropriate) at or before 17:00 hours on a business day. If it is received at any time thereafter, or if it is received during a non-business day, it will be deemed to have been received the next following business day (the "Date of Receipt"). Any time periods stipulated in this Rule K are deemed to commence from the Date of Receipt.
- (b) Any document served under this Rule K shall be deemed to be served:
- (i) in person: On that day, if it is delivered on a business day before 17:00, failing which it will be deemed to be served on the next following business day after it is delivered;
 - (ii) by first class post or by registered post: On the second business day after the date of posting; or
 - (iii) by facsimile or email transmission: On that day, if it is transmitted on a business day before 17:00, failing which it will be deemed to be served on the next following business day after it is transmitted.
- (c) Where The Association is not a party to the dispute, the Claimant(s) and Respondent(s) must:
- (i) send a copy of all statements of case (including the Notice of Arbitration, Response, Points of Claim and Points of Defence), applications, evidence and written submissions to The Association at the same time that such documents are sent to the other party or parties to the dispute; and
 - (ii) provide The Association with a copy of any decision, order or award of the Tribunal, or of any Interim Tribunal, upon receipt of the same.

Governing Law and Seat of the Arbitration

- 14 (a) These Rules and any arbitration pursuant to them shall be governed by English law. The Tribunal shall apply English law (both procedural and substantive) in determining any dispute referred to arbitration under the Rules.
- (b) The seat of any arbitration under this Rule K shall be England and Wales and, unless otherwise agreed between the parties and The Association, the arbitration shall be conducted in the English language.

L. FAIR PLAY IN FOOTBALL

Fair play in football means that EVERYONE connected with football:

- (a) shows understanding of and respect for the Laws of the Game;
- (b) supports the belief that the game should be played in an entertaining and positive way; and
- (c) behaves on and off the field in a sporting manner towards all others involved, be they players, officials or spectators, irrespective of results.

M. TRANSITIONAL PROVISIONS

- 1 The Rules of The Association and all regulations made thereunder in force immediately prior to the Effective Date shall be applied in relation to all disputes in connection with proceedings which have been commenced on or before the Effective Date until the conclusion of such proceedings.
- 2 All Full Member Clubs, Associate Member Clubs, County Associations and Other Football Associations who are recognised as such immediately prior to the Effective Date shall, for the purposes of Rules A3(c) and A4(a)(i) and (ii), be accorded their respective status by The Association as on the Effective Date.

NOTES

NOTES

FOOTBALL ASSOCIATION REGULATIONS

REGULATIONS FOR THE SANCTION AND CONTROL OF COMPETITIONS EXCEPT THOSE UNDER THE DIRECT JURISDICTION AND CONTROL OF THE FOOTBALL ASSOCIATION

1. A Competition consisting of clubs, all of which are Members of one Affiliated Association only, shall make application for sanction to, and the Competition shall be sanctioned by, and be under the jurisdiction of that Association.
2. A Competition consisting of clubs within the area of, or affiliated to, two or three Affiliated Associations shall make application for sanction to, and may be affiliated with, the Association which has the majority of the Competition's clubs in affiliation. The Association to which application has been made shall, within 14 days of its receipt, submit the application to the other Association(s) concerned. The Competition shall be sanctioned by, and be under the jurisdiction of a Committee of not less than two representatives of each of the Affiliated Associations.

* Competitions forming the National League System as designated by The Football Association from time to time will be sanctioned under Regulation 3.
(*Competitions designated by The Football Association are Essex Senior League, Kent League, Northern League, Sussex County League, Midland Football Alliance and East Midlands Counties League.)
3. A Competition consisting of clubs within the area of more than three Affiliated Associations shall make application for sanction to, and the Competition shall be sanctioned by and be under the jurisdiction of The Football Association unless it directs that the Competition may be sanctioned under Regulation 2. An annual sanction fee will be determined by The Association.
4. A Competition may be used for advertising and/or sponsorship purposes and the name of the donor of a Trophy or any other presentation may form part of the title of a Competition only with the prior consent of The Association or appropriate Affiliated Association.
5. If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association(s) may decide.
6. The sanctioning Association(s) may not allot a club to a Competition but may permit it to make provision in its Rules to restrict the number of Competitions, except FA and County Cup Competitions, in which its clubs take part. An exception to the Regulation shall be in Competitions that form part of the National League System, as determined from time to time by The Association.
7. Players without a written contract are not restricted as to the clubs for which they may play provided they comply with the Rules and Regulations of any Competition in which their club(s) may be engaged.
8. (a) Application for sanction of a Competition (other than a Charity Competition) shall be submitted in the format of a completed form marked "D" as scheduled to the Rules of The Football Association. Two copies of the proposed Competition Rules must accompany the application together with two copies of the Articles, if applicable.
(b) A Competition may promote and manage other Competitions restricted to the clubs listed on form "D" in which case only two copies of the Competition Rules are required.
9. Application for sanction of a Charity Competition shall be submitted in the format of a completed form marked "E" as scheduled to the Rules of The Football Association. Two copies of the proposed Rules must accompany the application.

10. When an application for sanction is made by a new or youth Competition under Regulations 1 and 2, the Affiliated Association(s) concerned may require that the Competition Rules provide that representation of the Association(s) be by the inclusion of non-voting member(s) of the Management Committee. This arrangement is for the guidance of the Competition.
11. The sanctioning Association(s) may approve modifications of the Laws of the Game defined by the International Association Football Board in Competitions for players under the age of 16, women's football, veterans' football (over 35 years of age) and players with disabilities.
12. Competitions shall not allow matches to be played until their member clubs and Rules or Rule changes are approved by the sanctioning Association(s).
13. If a difference of opinion arises between Affiliated Associations having the right of sanction and jurisdiction under Regulation 2, any of the Association(s) may appeal to The Football Association in accordance with FA Rule H and the Regulations for Football Association Appeals.
14. In the event of a Competition being refused sanction or affiliation by an Affiliated Association the applicants have the right of appeal to The Football Association in accordance with FA Rule H and the Regulations for Football Association Appeals.
15. A Competition shall consist of member clubs the voting rights of which shall be determined by the Rules of the Competition subject to the approval of the sanctioning Association(s).
16.
 - (a) A Competition is not allowed to alter its Constitution, Rules or clubs without the consent of The Football Association or the affiliated Association(s) sanctioning the Competition.
 - (b) Details of the proposed Rule changes must be submitted for approval to The Football Association or the Affiliated Association(s) sanctioning the Competition at least 28 days prior to the date fixed for the holding of the Annual or Special General Meeting of the Competition.
 - (c) Rule changes may not be made after they have been approved by the sanctioning Association(s) giving consent to the Competition, unless such intended alteration has first been submitted to, and approved by, that authority, and subsequently by a General Meeting of the Competition.
17. Applications to The Football Association for the formation of new Competitions, or for the approval of alterations in the Constitution, Rules or clubs of existing Competitions should be made by 1st August annually.

Applications to Affiliated Associations for alterations in the Constitution, Rules or clubs of existing Competitions should be made by 1st August, and applications for formation of new Competitions should be made by 1st September.

Competitions submitting amendments to their Rules must set them out in a proper form, side by side with the original Rules affected.
18. All Affiliated Associations sanctioning Competitions and all Competitions shall observe the Rules and Regulations of The Football Association. Any rule, regulation or practice of any such Association or Competition that is inconsistent with the Rules and Regulations of The Football Association shall be void and unenforceable. For further avoidance of doubt, the fact that a Competition has been sanctioned whether directly or indirectly by The Football Association shall not render enforceable any such rule, regulation or practice which would otherwise be void and unenforceable under the Rules of The Football Association.
19. Competitions (other than Charity Competitions) already sanctioned and which are not altering their Constitution, Rules or clubs should, before 1st September in each year, forward completed Form "D" together with a copy of the Rules to the Affiliated Association from which sanction was received. Charity Competitions shall in like manner forward completed Form "E" together with a copy of the Rules.
20. The permission of The Football Association or of the Affiliated Association(s) concerned is required in respect of either a Competition conducted by a club or for a match in which a

- Trophy, presentation or any reward is given.
21. If a club is required to do so by its parent Affiliated Association, a club must enter a suitable Cup Competition of that Association. However, in the absence of any existing suitable County Cup Competition, women's clubs may enter a Competition jointly organised by a neighbouring Affiliated Association. Only the matches of such Competition(s) will take precedence over other Competitions in which the club competes, except The Football Association Premier League, The Football League and The Football League Cup Competition.
- With the consent of its parent Affiliated Association, a club may enter suitable Cup Competition(s) of other Affiliated Association(s). Ties in The FA Youth Challenge Cup Competition will take precedence with the exception of ties in other FA Competitions and first team League fixtures.
- Affiliated Association(s) Cup Competition games which involve the Reserve or Youth teams of a club do not take precedence over arranged first team League fixtures of The Football Conference, Northern Premier, Isthmian and Southern Leagues.
22. (a) A club may not withdraw or resign unless it has complied with the obligations set out in the Rules of the Competition, in so far as such Rules are consistent with the following provisions of this Regulation and the other Rules and Regulations of The Football Association.
- (b) A Competition may require a club to give written notice of an intention or provisional intention to resign or withdraw at the end of a season. Where such notice has been submitted a club must either confirm or rescind the notice, in writing, by 31st March in that season.
- (c) A Competition may not, in its Rules and Regulations, adopt or give effect to any Rule, Regulation or practice whereby:-
- (i) a club intending or having a provisional intention to resign or withdraw at the end of a season is required to give notice of such intention before 31st December in that season;
- (ii) any penalty or other obligation is imposed upon a club intending to resign or withdraw at the end of a season for not having given notice of such intention prior to 31st December.
- (iii) any club is or can be required to give notice of an intention or provisional intention to resign or withdraw before being able to apply for membership of another Competition.
- (d) Subject to the provisions of this Regulation, a club shall be permitted to resign or withdraw from a Competition at the end of a season.
- (e) For the avoidance of doubt and without prejudice to the generality of Regulation 19, any rule, regulation or practice in breach of this Regulation shall be void and unenforceable.
- (f) Without at least seven days' written notice to a Competition, a Participant (FA Rule A2) may not make an approach to or have contact with a club still in membership of that Competition with regard to the club becoming a member of another Competition.
23. (a) A Competition must make provision in its Rules for a right of appeal to the sanctioning Association, as provided for in FA Rule B1(b). The Rules of Competitions sanctioned by The Football Association must make provision for the payment of a minimum fee of £50.
- (b) No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.
24. Without the prior consent of the sanctioning Association a Competition must not permit matches other than those incidental to it.

25. In Charity Competitions:-
- (a) conducted on a league principle, not less than 1/10th of the gross gate receipts of each match must go to Charity. If the receipts are insufficient to cover ground expenses of the match the percentage may not be taken. Expenses must not include those of the competing clubs;
 - (b) conducted as a knock-out cup, of the gross gate receipts at least 1/10th of the Preliminary Round(s) and at least 1/3rd of the Semi-Final and Final Ties must go to charity;
 - (c) a salary or honorarium must not be paid to any official;
 - (d) at the close of each Competition an audited Balance Sheet or Financial Statement must be forwarded to the sanctioning Association together with confirmation from the Charity(ies) of the amount donated.
26. Competitions shall fix the fees to be paid to Match Officials officiating in their matches within the limits laid down by the sanctioning Association. Officials shall neither ask for, nor receive a larger fee than that fixed by the Competition.
27. Referees must not be called upon to perform duties extraneous to the Laws of the Game which would bring them into direct contact unnecessarily with participating players, eg when match report cards were being signed by players.
28. Competitions must not impose bonds on their member clubs as a guarantee of the good behaviour of their players.
29. The Rules of the Competition must comply with the Standard Code of Rules issued by The Football Association and as altered from time to time for the level at which the Competition competes.
30. The Football Association will appoint as one of its Standing Committees a Sanction and Registrations Committee and each Affiliated Association is required to make a similar provision.

REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

Preamble

Pursuant to The Football Association Rule J1(d), the Council is authorised to make regulations with reference to Match Officials as they deem expedient. These 'Regulations for the Registration and Control of Referees' (the "Regulations") are the regulations made under that Rule.

Affiliated Associations are responsible for the administration of Referees registered with The Association who reside in their area as determined by The Association. Service Associations have administrative responsibility for Referees who are serving members of the Armed Forces.

Affiliated Associations shall appoint a Referees' Committee to carry out its functions under these Regulations.

For the purpose of these Regulations the terms used will be defined as follows:

Administer means to carry out the administrative procedures relating to the registration and control of Referees as required or determined by The Association from time to time.

Annual Review means the review by a Competition of its List of Match Officials entitled to be engaged for a Match in that Competition, to ascertain the suitability of each Referee to continue to be eligible to be retained on that list. Such a review will take into consideration the Referee's performance on the field of play as defined in these Regulations, as modified by any written instructions to a Competition from The Association from time to time.

Assessments means written appraisals of a Referee's performance on the field of play, carried out by an Assessor, on behalf of The Association, Affiliated Association or Competition and submitted to the appropriate body.

Assessors means those individuals authorised by The Association to carry out Assessments at levels determined by The Association.

Basic Referees Course means a course of instruction as determined by The Association leading to the examination of Referee candidates.

Club Marks means a numerical indication of a Referee's performance on the field of play, reported by competing Clubs after a Match, on a scale defined by The Association.

Contributory Leagues means those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for the advancement of Referees from Level 3.

County Referee means a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 6.

Examine means to supervise the written and other form of examination of Trainee Referee candidates to the requirements and standards determined by The Association from time to time.

FIFA List means those Referees, nominated by The Association and selected by FIFA, eligible for appointment to international matches.

Junior Referee means a Referee who has completed successfully the Basic Referees Course, having reached the age of 16 years.

League means a Competition sanctioned under relevant Regulations by The Association or an Affiliated Association.

Marks means a numerical indication of a Referee's performance on the field of play, awarded by an Assessor on completion of an Assessment, on a scale defined by The Association.

National List means those Referees selected by The Association, eligible for appointment to games in the FA Premier League, the Football League and other matches as determined from time to time.

Panel List means those Referees selected by The Association, eligible for appointment to games in the Football Conference, FA Premier League Reserve League, Central League, the Football Combination and other matches as determined from time to time.

Referee means a person registered as qualified under these Regulations who may be engaged as a Match Official.

Registration Period means from 1 June in each year, or the date of successful completion of the Basic Referees Course if later – to the following 31 May.

Senior County Referee means a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 5.

Service Association means an Affiliated Association having responsibility for the administration of the game as determined by The Association from time to time in or relating to Her Majesty's Regular Forces (the Royal Navy, the Army, the Royal Air Force).

Supply League means those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for the advancement of Referees from Level 4.

Trainee Referee means a referee candidate who is undergoing the Basic Referees Course, will be recognised and classified as a level 9 referee and as such may be appointed as a Match Official in accordance with these regulations.

Youth Referee means a Referee who has registered between the ages of 14 – 16 years of age.

For the purposes of these Regulations, The Association shall act through the Council, which shall delegate such functions to the Referees' Committee.

1. Registration

- (a) No person shall be appointed as a Match Official in any Match or Competition under the jurisdiction of The Association either directly or indirectly unless registered in accordance with these Regulations.

[Note: A Competition may include in its regulations a provision by which a person who is not a registered Match Official may carry out the duties of a Match Official in a specific Match but only in circumstances where a registered Match Official cannot be appointed to that Match].

- (b) A Referee must be registered with The Association through the Affiliated Association within the area in which the Referee resides. A Referee will be required to pay the standard national registration fee to be determined annually by The Association. Registration will run from the date of registration until the following 31 May. A Referee may become an Associate Referee with another Affiliated Association upon payment of an Associate Fee not exceeding £5 per registration period. The Memorandum attached to these regulations detail the responsibilities of Affiliated Associations in respect of Referees administered by them
- (c) In cases where the boundaries of Affiliated Associations overlap, the Affiliated Associations concerned may mutually agree about the registration of Referees who reside within the overlapping areas. The Affiliated Association which carries out the initial examination will be responsible for the administration of a Referee. A Referee who changes residence from one administrative area to another will be required to complete a County Transfer Form and be transferred to the new Affiliated Association for administrative purposes but will not be required to pay a further registration fee for that season.
- (d) Referees shall not be registered with The Association until they are able to satisfy the Affiliated Association of their date of birth in such a manner as shall be determined by The Association.
- (e) A person below 14 years of age shall not be registered as a Referee.
- (f) A Referee who has failed to register as a Referee with The Association for two or more seasons shall not be re-registered until an application received in writing has been considered by the Referees' Committee of the Affiliated Association within whose area the Referee resides at the time of application for re-registration. a
- (g) Affiliated Associations may re-examine registered Referees administered by them as determined by The Association. The Association must be notified of the names of Referees who do not meet the standard determined by The Association.

- (h) Where considered not to be fit and proper to act as a Referee the registration may be removed or suspended by the Affiliated Association which administers the Referee or by The Association. Affiliated Associations are to notify The Association of any action in this respect. The Association may take any action it deems appropriate. Applications for the reinstatement of a Referee who has previously been disqualified under this Regulation must be referred to The Association for consideration.

2. Recruitment, Basic Referee Training and Initial Examination

- (a) The Association and Affiliated Associations shall be responsible for the recruitment, basic training and initial examination of Referees.
- (b) The requirements and standards for the Basic Referee Course shall be set annually by The Association.
- (c) All candidates shall be examined as to their suitability to be a Referee by an initial examination at the end of a Basic Referees Course. The initial examination shall include a written element as well as any other form of examination as prescribed by The Association for example, but not limited to, an eyesight and colour test. Affiliated Associations must notify the Service Association concerned should they examine a candidate who is a serving member of Her Majesty's Regular Forces at the time of examination.
- (d) The minimum age a candidate may be presented for initial examination is 14 years.
- (e) Candidates who do not reach the standard required by The Association in the initial examination may not be presented for further examination until a period of three months has elapsed.

3. Classification

- (a) On behalf of The Association each Affiliated Association must classify Referees administered by their Association. The classification period runs from 1 June in each year, or the date of successful completion of the initial examination, to the following 31 May. As at 1 June in each year Referees are to be classified as follows:

International	Referees who are on the FIFA List of Referees.
Level 1	Referees selected by The Association to serve on the National List and who meet the requirements of Regulation 4 below.
Level 2	Referees selected by The Association to serve on the Panel List and who meet the requirements of Regulation 4 below.
Level 3	Referees, other than those on the Panel List, selected to officiate on a Contributory League and who meet the requirements of Regulation 4 below.
Level 4	Referees selected to officiate on a Supply League and who meet the requirements of Regulation 4 below.
Level 5	Senior County Referees. This classification includes referees who have served at a higher level.*

** Where a Referee has achieved a level higher than Level 5 and is then not retained, the Referee is to be classified as a Level 5 Referee, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.*

Level 6	County Referees
Level 7	Junior Referees not in Level 8 or below
Level 8	Youth Referee
Level 9	Trainee Referees
Level 10	Declared non-active Referees

-
- (b) When a Referee changes residence from one Affiliated Association to another, the classification level will be accepted by the Affiliated Association in to whose area the Referee has moved.
- (c) Referees must apply for promotion in writing. The Affiliated Association must receive this request by no later than 1 March preceding the season in which promotion is sought. Referees considered for promotion in the preceding season, but not advanced, will automatically be included in the promotion scheme for the following season unless they indicate otherwise, in writing, to their Parent Affiliated Association by 1 June following the decision of that Association. Level 7 referees who are being considered for promotion to Level 6 may apply for promotion to Level 5, in accordance with the clause, pending the decision of the Affiliated Association in respect of the promotion to Level 6. Promotion to Level 6 and Level 5 classification shall be based on a Referee's practical performance on the field of play. This will be determined by considering the Marks and Assessments by Assessors on a minimum of three games and the Club reports from Competitions for players over the age of 16 years, over a minimum of 20 games during any one marking period, officiated in as a Referee. Such Marks and Assessments are to be collated by the Affiliated Association from 1 March in any year until the last day of February in the following year. Where there is an opportunity to progress beyond Senior County Referee in accordance with these Regulations a further requirement for promotion to Level 5 is the completion of five games as an Assistant Referee in the promotion season. In addition to their practical performance on the field of play Referees will be required to attend in-service training, as determined by The Association, and successfully complete a written examination set by The Association prior to the promotion being confirmed. On completion of the promotion process the Affiliated Association shall submit details of all promotion candidates to The Association.
- (d) The responsibility of promoting Referees to Level 6 and Level 5 rests with the Affiliated Association in which the Referee resides and who administers the Referee's registration. In accordance with the marking year all selections to Level 5 must be made by 25 March each year and selections to Level 6 by 30 April each year.
- (e) At an interim meeting at the end of September County Associations may:
- (i) Identify a group of Level 7 referees who are showing promise and consider them for a promotion directly to Level 5 in the March Meeting. In order to gather supporting evidence for this "double promotion" the Referees Committee should gain further first hand knowledge of performance by providing the referee with more challenging matches eg higher division matches in local leagues, games in later rounds of County Competitions. Referees being considered for this promotion would require an additional 20 games and a further three assessments at the higher level of challenge. The referee must attend an In-service course for Level 6 to 5 and take the appropriate examination.
 - (ii) Review any referee's promotion to either Level 6 or 5 who has been ineligible for consideration in the annual promotion meeting because of shortage of games. Those Referees who now meet the criteria may be promoted to Level 6 or Level 5 with effect from 1 October.
- (f) A Level 7 Referee must serve a minimum of one complete Registration Period or 12 months in that classification, whichever is the shortest, before applying for promotion to Level 6. After this promotion a Referee can proceed at the rate he is capable. No Affiliated Association may impose any other qualification periods which cause delayed passage through the promotion pyramid.
- (g) Level 8 includes all Referees between the ages of 14 and 16 as at 1 March each season. A Level 8 referee will automatically become a Level 7 referee on reaching the age of 16.
- (h) Trainee Referees undertaking the Basic Referees Course will be registered as Level 9. A Level 9 Referee will automatically become a Level 7 referee on successful completion of the Basic Referees Course and having attained the age of 16.

4. Promotion

- (a) Selection and promotion within Levels 4 and above will be determined as follows:

International Level Annual nomination by The Association to FIFA, selected from those eligible Referees as at the date of nomination determined by FIFA.

Level 1 Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 2 for outstanding ability as determined by The Association from time to time.

Level 2 Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 3 for outstanding ability as determined by The Association from time to time.

Level 3 Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 4 for outstanding ability as determined by The Association from time to time.

Level 4 Referees who have been selected to act as an Assistant Referee on the National List of Contributory Match Officials, following nomination by an Affiliated Association to The Association, and those Referees who satisfy the criteria established by The Association from time to time.

- (b) Annually, Referees will be required to complete successfully a fitness test and a written examination, as determined by The Association, prior to having their classification confirmed. On initial selection for promotion to a higher level Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association.
- (c) On initial promotion to Level 4 the Affiliated Association who administer the Referee must allocate the Referee to an appropriate Supply League.
- (d) The Association will determine the acceptable number of matches required for consideration to be selected to Levels 4 and above.

5. Competitions

- (a) Affiliated Associations must advise successful candidates of the result of the initial examination, in writing, as well as providing them with details of local competitions on which they are eligible to officiate.
- (b) Referees under the age of 16 are eligible to officiate only in Competitions for players aged under 16.
- (c) The Association will advise Affiliated Associations annually of those Competitions, and the recognised Leagues and divisions, which have been granted Supply League status.
- (d) Lists of Match Officials shall be determined each season by Competitions and only Match Officials included in such lists may officiate in matches during the season. Changes to such Lists shall be made only as part of the Annual Review, save with the written approval of The Association or Affiliated Association sanctioning the Competition. A Competition may not remove or suspend a Match Official from its List at any time other than at the Annual Review (such power to act otherwise resting solely with The Association, Affiliated Association or Service Association as appropriate under Regulation 7 below).
- (e) The practical performance on the field of play of Match Officials on a List shall be appraised and reviewed each season (for these purposes 1 March to the last day of February). Competitions shall provide annually to The Association or Affiliated Association as appropriate a List of the Match Officials they have engaged with the Marks and Assessments obtained in accordance with the requirements of paragraph 12 of these Regulations. All affiliated football clubs are to mark referees on a scale of 1-100. An example of the marking Guide and form to be used in Supply Leagues is shown at Appendix A. Similarly an example of a marking guide and form for all other affiliated football is shown at Appendix B.

- (f) A Competition may remove a Match Official from its List at the Annual Review as a result of the practical performance on the field of play. Competitions removing a Match Official must notify The Association, together with supporting documentation, and the Affiliated Association who administers the Match Official.
- (g) No appeal of any nature shall be permitted against a decision of a Competition to remove a Match Official from its List, as a result of an annual review of that Official's practical performances on the field of play.
- (h) A Competition shall not have the power to act in relation to the Registration of a Referee. Any allegation of behaviour alleged to constitute a breach under Regulation 7 (a)(i) or (ii) below must be reported to The Association, Affiliated Association or Service Association in accordance with Regulation 7 (c) below.
- (i) Referee Fees and Expenses are set by an Affiliated Association or by Competitions. Referees (or other appointed match officials) may not receive other financial reward or incentive based on their on field of play performances from any Affiliated Association or Competition other than the set fees and expenses.

6. Training

- (a) The Association shall identify the training requirements of Referees at all levels and be responsible for accrediting courses of instruction to meet those requirements.
- (b) Referees will be required to attend accredited training at intervals determined by The Association. Only such training, delivered by accredited instructors, will be valid.
- (c) Training may be delivered, at the appropriate levels, in conjunction with Affiliated Associations, Match Officials associations or the Referees Association by instructors accredited by The Association.

7. Conduct of Referees and Action in Relation to Registration

- (a) The Association, Affiliated Association or Service Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
 - (i) less than proficiently applied the Laws of the Game; or
 - (ii) committed a technical irregularity; or
 - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
 - (iv) wilfully mis-stated his/her age, or, date of birth; or
 - (v) as a player, violated the Laws of the Game to such a degree that a Regulatory Commission or a Disciplinary Committee subsequently imposes a penalty of suspension from playing; or
 - (vi) been found to have committed an act of Misconduct (as defined in and) pursuant to the Rules of The Association or an Affiliated or Service Association; or
 - (vii) a Football Banning Order imposed on him or her.
- (b) Only The Association, Affiliated or Service Association may act in relation to the Registration of a Referee. Such action may be only through its Referees' Committee.
- (c) Any behaviour alleged to constitute a breach under 7(a) (i) or (ii) above must have been notified to or otherwise come to the attention of The Association, Affiliated Association or Service Association within 14 days of the relevant incident(s) for such to be acted upon under 7(a).
- (d) A technical irregularity under 7 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association, Affiliated or Service Association as appropriate from time to time.

A "technical irregularity" includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary or regulatory hearings at a particular time, etc or any breach of Regulation 10 or 13.

- (e) Where a Referee is alleged to have breached 7(a) (i) – (vii) above, the Referees' Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or
- (ii) request a personal hearing, in which case a fee of £25 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees' Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees' Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

As a guide to the procedures to be followed at a personal hearing, the following may be used unless the Referees' Committee or Commission consider it appropriate to amend them:

- (1) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
- (2) Evidence in support of the allegation(s) to be called.
- (3) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees' Committee or Commission, be accompanied by a representative.
(Any such representative shall not be permitted to give evidence as a witness.)
- (4) The Referees' Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees' Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defence of the allegation(s).

The Referees' Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.

- (5) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees' Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees' Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.
- (6) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) have been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative, and announce whether the allegation(s) have proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.
- (7) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of registration.

- (f) A Referee may be dealt with in the normal course as a participant for any alleged Misconduct (i.e. by a Regulatory Commission or an other Disciplinary Commission as appropriate), in addition to having issues relating to the Registration as a Referee considered by The Association, Affiliated Association or Service Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Regulation 7 (a)(vi).

Action in respect of the Registration of Match Officials appointed to Competitions of The Association and other Competitions including Contributory League level and above in the Order of Precedence (Section 9) will be considered by the appropriate committee of The Association.

- (g) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct or pending the determination of a charge under 7(a)(i) or (ii) above and in the latter case the reason for such suspension is to be notified to the Referee in writing and reported to the Commission hearing any resultant charge.

8. Appeals against Decisions of the Referees' Committee

- (a) Where The Association or an Affiliated or Service Association, through its Referees' Committee, makes an order in relation to the registration of a Referee under Regulation 7, then there shall be a right of appeal by the Referee against the decision (other than as set out below).

There shall be no right of appeal against a decision in relation to the registration or classification of a Referee taken as part of the Annual Review by The Association, Affiliated Association or an appointing authority.

- (b) (i) Notice of an appeal against a decision of a Referees' Committee made under Regulation 7 must be lodged with The Association or appropriate Affiliated Association within 14 days of notification of the decision appealed against, accompanied by a fee of £35.
- (ii) An Appeal shall be considered by an "Appeals Panel" comprising of Members of the Council of The Association or appropriate Affiliated Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.
- (iii) The Notice of Appeal must:
- (1) identify the specific decision(s) being appealed
 - (2) set out the grounds of appeal; and
 - (3) set out a statement of the facts upon which the appeal is based.
- (iv) The grounds of appeal shall be that the body whose decision is appealed against:
- (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
 - (2) came to a decision to which no reasonable such body could have arrived at; and/or
 - (3) made an order, which is excessive.
- (v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

The following is set out as a guide to the conduct of a hearing before the Appeals Panel:

- (1) The Appellant to address the Appeals Panel, summarising its case;
- (2) The Respondent to address the Appeals Panel, summarising its case;

- (3) The Appeals Panel may put questions to the parties at any stage;
 - (4) The Respondent to make closing submissions;
 - (5) The Appellant to make closing submissions;
 - (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter.
 - (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicise a written statement of its decision (see 8(b)(ix) below).
- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
- (1) allow or dismiss the appeal; or
 - (2) remit the matter for re-hearing by the Referees Committee; or
 - (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
 - (4) make any further or other order considered appropriate, either generally, or for the purpose of giving effect to its decision.
- Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.
- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:
- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - (2) whether or not the appeal is allowed; and
 - (3) the order(s) of the Appeals Panel.
- The written statement shall be signed and dated by the chairman of the Appeals Panel and be the conclusive record of the decision.

9. Appointments

- (a) Registered Referees shall not officiate in any Competition, which is not sanctioned, or Match in which unaffiliated clubs compete.
- (b) The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee, shall be as follows:
 - (1) The FA Challenge Cup Competition;
 - (2) The FA Premier League;
 - (3) The Football League;
 - (4) The FA Challenge Trophy Competition;
 - (5) The FA Challenge Vase Competition;
 - (6) Affiliated Association Cup Competitions

Affiliated Association appointments only take precedence over Panel Leagues, The FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League appointments if the appointment is in the Affiliated Association's nominated Senior Cup Competition or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.

- (7) The Panel Leagues;
- (8) The FA Youth and FA County Youth Challenge Cup Competitions;
- (9) Contributory Leagues (recognised divisions only) and National League Systems Cup;
- (10) Supply Leagues (recognised divisions only);
- (11) All other Competitions of The Association.

Referees must attend Personal Hearings when required to do so. At Contributory level or above Match Officials appointments already received, take precedence over requests to attend Personal Hearings. On receipt of notification of a Personal Hearing Referees must close the date with all appropriate competitions.

- (c) Where release from an appointment is required to enable a Referee to take a more senior appointment at least four days' notice must be given to the relevant Affiliated Association or Competition by the association or Competition requesting the release.
- (d) Once The Association or an Affiliated Association has appointed a Match Official if, subsequently, the Match is postponed, abandoned or results in a draw and the rearranged fixture is then scheduled to take place less than four complete days from the date of the original match, The Association or Affiliated Association appointment will take priority over any other appointment already accepted by the Referee from a Competition lower in the Order of Precedence, unless The Association or Affiliated Association waive their right to the services of the Match Official so appointed.
- (e) "Fourth Officials" are appointed to certain rounds of FA Competitions and all FA Premier League and Football League matches and associated Competitions, and the Panel Competitions. The duties and responsibilities of the Fourth Official are detailed in the Laws of Association Football and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.

"Standby/Reserve Officials" may be appointed to other Competitions but do not form part of the Order of Precedence and are not to be accepted by Referees in preference to an active appointment.

10. Conflicts of Interest

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to the appointing authority (whose decision in relation to any dispute or difference in such matters shall be final and binding).

11. Referees' Uniforms

- (a) All Match Officials in Competitions under the jurisdiction of The Association and Affiliated Associations must wear uniforms comprising a plain shirt which shall be almost entirely black with white collar and black shorts. Socks shall be black and may have another colour at the top which must be in accord with the single colour used on the shirt collar. Caps may be worn in extreme heat. Where a cap is worn it must be black in colour, not restrict the peripheral vision of the Match Official. Referee Uniforms must not carry any form of advertising.
- (b) The following Competitions may be excepted from (a) above, on application to The Association subject to the conditions below:

The FA Premier League

The Football League

Competitions of Panel and Contributory League Status

Approval will be considered only of shirts that are almost entirely black, with collars of a single colour. In all such cases prior written approval must be obtained from The Association with confirmation that all Match Officials will be provided with shirts, shorts and socks free of charge. Application for the above Competitions must be submitted annually prior to 1 May for the following season.

- (c) Match Officials appointed to FA Competition Matches are required to wear the FIFA or Football Association badge (where awarded) or the badge of their Affiliated Association. No other competition badge may be worn.
- (d) Advertising and branding on Match Officials' uniforms must be in accordance with The Association's Regulations relating to advertising on the clothing of Players, Club Officials and Match Officials.

12. Returns

- (a) Annually, in accordance with the instructions of The Association from time to time, Competitions shall provide to The Association or appropriate Affiliated Association Lists of Match Officials engaged. Such Lists shall include the marks awarded by Clubs, and assessments where appropriate, during the specified period, together with any other information required.
- (b) Not later than the date decided by The Association, Affiliated Associations shall nominate suitable Referees for consideration by The Association for selection to the Contributory League Assistant Referees List.
- (c) Competitions that are required to administer fitness tests are to submit the results to The Association and the Affiliated Association that administers the Referee.
- (d) Affiliated Associations are to submit by 30 June each year a complete list of registered Referees, by classification, in a format required by The Association.

13. Codes of Conduct

Match Officials shall be bound by Codes of Conduct such as are instructed by The Association from time to time.

GUIDE TO MARKING

The mark awarded by a club must be based on the referee's **overall** performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

Mark Range	Comment
100-86	The referee demonstrated very accurate decision-making and controlled the game very well using management and communication skills effectively to add value to the game.
85-76	The referee demonstrated accurate decision-making and controlled the game well using management and communication skills to contribute positively to the game.
75-61	The referee demonstrated reasonably accurate decision-making and despite some shortcomings generally controlled the game well.
60 and below	The referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game.

Notes

- Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.
- While some referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.
- When club officials are marking a referee, they should always look at the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.
- When a mark of 60 or lower is awarded, an explanation must be provided to the Competition using the box provided on the marking form. The purpose of this is to assist referees to improve their performance levels, so the comments should be as helpful as possible.

HOW TO DECIDE ON THE REFEREE'S MARK

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

CONTROL AND DECISION MAKING

- How well did the referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly?
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

COMMUNICATION AND PLAYER MANAGEMENT

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling of the game?
- Was the referee's authority asserted firmly without being officious
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?
- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

FINAL THOUGHTS

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over the whole game. Don't be too influenced by one particular incident.
- Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

CLUB REPORT ON MATCH REFEREE

APPENDIX A

(Supply League)

Form to be completed after every match

Date Competition

Home Club	
Away Club	

Referee	
---------	--

Referee's Performance

Please tick appropriate box Disappointing Reasonable Good Excellent

a) Overall control				
--------------------	--	--	--	--

b) Overall decision making				
----------------------------	--	--	--	--

c) Communication and player management				
---	--	--	--	--

Mark out of 100

/100

SECTION 3. Additional comments (Continue overleaf if necessary)

If any area is marked "disappointing", or the mark awarded is 50 or less, detailed, constructive comments which could help improve the referee's future performances are required

Name (please print)

Position held in club Signature:

Please return to Within 48 hours of the match

CLUB MARKING OF REFEREES

APPENDIX B

Both teams are required to award the referee a mark in all matches on a scale 1-100 based on the following guide.

Assessment of Referee

Match v

Date Competition

Name of Referee

Overall control and decision making

The mark must reflect the referee's overall level of control, accuracy of decision making and management of and communication with players. When deciding on a mark consideration should be given to such aspects of the referee's performance as: impartiality, confidence, fitness, positioning, signalling, use of advantage, handling of major incidents.

A mark between 91-100 would be regarded as 'excellent'

A mark between 71 and 80 would represent the standard expected

Our club awards an overall mark of out of 100

When awarding a mark of 50 or less, an explanation must be provided in the box below to the League/Competition with comments which could help the referee improve future performances.

(Signed)..... (Secretary)

Club Date

MEMORANDUM OF AFFILIATED ASSOCIATION RESPONSIBILITIES FOR REGISTERED REFEREES

Affiliated Associations must provide, as a minimum, the following for referees administered by them:

Registration

Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Football Association from time to time. Affiliated Association will collect the National Registration fee and, where appropriate, any Associate Referee fee levied by them for Referees administered by another Affiliated Association. Affiliated Associations will be responsible for the provision of renewable CRB checks for referees after the initial check has been completed by the individual.

Provision of County Football Association Handbook

Affiliated Associations should provide, as a minimum, the County Cup Competition Rules, details of Club Secretaries and details of grounds/match venues.

Public Liability Insurance

A min/max of £5 million, as recommended by The Association, cover for public liability insurance.

Recruitment and Basic Training of New Referees

The recruitment and training of new referees is an important area which Affiliated Associations have responsibility towards the development of the future of the game. The Football Association supports this with provision of financial and material support

Mentor Scheme

Affiliated Associations are required to provide Mentor support where two-tier basic referee training is utilised. It is recognised that mentoring is an aid to retention and Affiliated Associations are encouraged to extend the service to other referees wherever possible.

Promotion and Assessment Scheme

Affiliated Associations are responsible for the promotion of referees up to Senior County Referee (level 5), in accordance with the Regulations for the Registration and Control of Referees, by ensuring that referees are active at the appropriate level and are regularly assessed. The promotion assessment scheme is part funded by The Football Association. Senior County Referees and below, outside the promotion scheme, who are administered by the Affiliated Association should be regularly assessed for development purposes.

In-Service Training

Referees below Contributory League Referee (level 3) are provided with in-service training by Affiliated Associations. In-service training for Referees in the promotion scheme is mandatory in accordance with the Regulations for the Registration and Control of Referees and may be coordinated in conjunction with the Regional Manager (Referees). Other in-service training (ie Supply League Referees, Pre-Cup Final training, assessor training, etc) should be provided for referees as appropriate. FA funding may be accessed to meet some of the training and development needs.

Child Protection Training

In accordance with the Rules of The Association, every participant of the game is required to undergo Child Protection training. The Football Association Referees Department and Child Protection Unit will provide separate guidance on this issue.

Appointments

Affiliated Associations make appointments to its individual Competitions. In addition, it is invited to make nominations in respect of FA Competitions at the request of The Football Association Referees Department.

Nominations to the Contributory League List

Affiliated Associations are required to nominate eligible and suitable referees to join the Contributory League Assistant Referees List from its Senior County Referees on request from The Football Association Referees Department. Those Referees who are nominated for consideration to the Contributory League Assistant Referees List must have successfully completed the required fitness test as determined by The Football Association Referees Committee from time to time.

Allocation to Leagues

Affiliated Associations are responsible for the allocation of Referees promoted to, or serving on, the National List Contributory League assistant referees to a suitable Supply League on which to referee. The allocation of Referees to officiate as assistant referees in the recognised division of one Supply League only, in which teams from the Affiliated Association operate, is the responsibility of the Affiliated Association to ensure that local football is not deprived of referees. Referees successfully completing the basic course are to be advised in writing, in accordance with the Regulations for the Registration and Control of Referees, of the leagues on which they may operate.

Legal Advice

Affiliated Associations may assist in the provision of legal advice where appropriate to referees. This could involve seeking advice from The Football Association on behalf of the referee in certain circumstances.

General Advice

General advice and guidance on all football related matters should be promulgated by the Affiliated Association to those referees it administers.

Transfers

Affiliated Associations are responsible for ensuring that Senior County Referees and below who move to another administrative area are notified to the receiving Association. The Football Association Transfer Form is to be used for this purpose, a copy of which is at Annex A to this Memorandum.

On receipt of that notification, the receiving Affiliated Association should ensure that the referee is made aware of the refereeing activities in the County.

Referee Discipline

The Regulations for the Registration and Control of Referees devolve the responsibility for Referee discipline, of those referees not operating on the National List of Contributory League Officials or above, to the Affiliated Association who administers the Referees registration. A Referee may be dealt with in the normal course as a participant for any alleged Misconduct (i.e. by a Regulatory Commission), in addition to having issues relating to the Registration as a Referee considered by the appropriate Referees Committee. Referees should be made aware of the process by which any acts of misconduct, or indiscipline in relation to their registration, will be dealt with by the Affiliated Association.

Nominations to Referee Instructor Courses

Affiliated Associations should identify those candidates it considers suitable to attend the Registered Referee Instructors Course and the National Referee Instructors Course in accordance with the criteria notified by The Association from time to time. The Football Association makes financial provision for these courses.

Liaison with the Regional Manager (Referees)

Affiliated Associations should make every use of the services of the Regional Manager (Referees) in the support of its responsibilities for registered referees as outlined in this Memorandum.

Monitoring of Financial Provision

Affiliated Associations are required to monitor the financial assistance provided by The Association in respect of referees to ensure that it is allocated to the purpose for which it was made. Returns are to be submitted to The Association upon request.

In addition Affiliated Associations are encouraged to consider offering the following to referees administered by them dependent upon the size and make-up of the Affiliated Association:

Schools of Excellence and Referee Academies

Affiliated Associations are strongly encouraged to include a School of Excellence (or Referee Academy) for referees.

Liaison with the County Referees Association

It is strongly recommended that Affiliated Associations forge a liaison with its Referees Association. A co-opted representative of the County RA to the County Referees Committee is encouraged.

Provision of the Laws of the Game to all Referees

All referees should, in addition to the law amendment bulletin provided by The Football Association, have the Laws of the Game made available each season.

Provision of a County Football Association Badge

The Regulations for the Registration and Control of Referees require referees to wear the badge of the County FA who administers his registration on FA Competitions, where such a badge is available. This provides County identity of the match official when operating both within and outside his Affiliated Association boundary. Affiliated Associations are encouraged to make available its County FA badge to referees.

Benevolent Scheme

County Football Associations are encouraged to make available access to any Benevolent Scheme it runs to referees. They may also access, on behalf of a referee, The Football Association Benevolent Fund where appropriate.

Personal Accident Insurance

Affiliated Associations are encouraged to investigate the need for Personal Accident Insurance for referees.

**REQUEST FOR A TRANSFER TO ANOTHER
AFFILIATED ASSOCIATION**

**APPENDIX A
CFA/T**

A referee must register with the Affiliated Association where he/she resides. The following form must be completed and forwarded to the Affiliated Association with which you are currently registered.

Full Name.....

Age as at 1 March (next)Date of Birth.....

Previous Address.....

.....Post Code.....

Telephone Number

(H).....(B).....

Previous Affiliated Association

Current Level Year Obtained.....

If Level 4 state which supply league you currently officiate on

Season last registered.....

Date or year of examination

New Address

.....Post Code.....

Telephone Number

(H).....(B).....

Date of availability in new area

Detail any restrictions concerning availability.....

.....

.....

Signed(Referee)

Circulation:

- (1) The Football Association, 25 Soho Square, London W1D 4FA (for MOAS and new Regional Manager)
- (2) New Affiliated Association.

REGULATIONS FOR THE CONTROL OF YOUTH FOOTBALL

(Players under the age of 18 on 31st August in the current season)

1. A County Association may form a County Youth Football Association, or carry out the duties by a Committee of its own Association.
2. The constitution of the Youth Association, or Committee, must be submitted to The Football Association.

MEMORANDUM: CHILDREN OF SCHOOL AGE AND SCHOOL GAMES

One of the important aspects of games in school is the opportunity they afford of developing a pupil's sense of loyalty and honour. It is therefore of concern when interest in games outside the school conflict with a pupil's loyalty to the school and/or school organisations' activities.

1. It is usually the pupil of outstanding Football ability whose services are sought by any Club, and the Player is most likely to be a member of the school or association team. While schools' matches are often arranged on Saturday mornings and Club matches take place in the afternoon, it is considered that a player should not play in two matches on the same day, for the one match is likely to affect play in the other.
2. An outside Club or organisation should consult the head-teacher before selecting any child of school age to play for a team, and should accept the head-teacher's decision on these matters.

Head-teachers of schools should not restrain pupils, who are not selected for school games of any kind, from playing for an outside organisation during their free time.

MEMORANDUM ON AREAS AND OVERLAPPING OF ASSOCIATIONS

(25th August, 1950, and 12th January, 1951)

1. A County Association is not permitted to alter or extend its area without the consent of The Football Association. Consent shall be given only after a Commission of Inquiry is held at which all parties concerned shall have an opportunity of attending.
2. District, Junior and Youth Associations must be Members of a County Association.
3. Any District, Junior or Youth Association operating in two or more Counties shall affiliate to the Senior of the two County Associations concerned.
4. The playing ground shall constitute the Headquarters of Clubs with the following exceptions:-
 - (a) Clubs concerned with Public Offices, Banks, Railways, Business Houses and similar institutions;
 - (b) Clubs which have not a recognised playing ground;
 - (c) Clubs which cannot obtain a suitable and convenient ground within the area of their County Associations.

The Headquarters of the excepted Clubs shall be within the area of the County Association to which they claim to belong.

5. The Membership of Clubs with Associations which overlap shall be restricted to the areas determined by the Overlapping Reports of 1908 and 1927 as follows:-

Amateur Football Alliance See Note 1.

Army FA See Note 1.

Birmingham County FA Area: The County of Warwick and 30 miles from Stevenson Place, Birmingham (except that part of the County of Worcestershire which is in the area of the Worcestershire Football Association).

Cambridge University F.C. See Note 1.

Cheshire County FA Area: County of Chester. Overlapped by Liverpool County Football Association.

Derbyshire FA Area: County of Derby. Overlapped by Sheffield & Hallamshire Football Association.

Essex County FA Area: County of Essex. Overlapped by London Football Association.

Gloucestershire FA and Somerset County FA

- (a) The boundary of the Gloucestershire Football Association stipulated by the 1908 Overlapping Commission shall remain.
- (b) Clubs whose headquarters are in, and Referees who reside in, that area of the City and County of Bristol which had extended into the County of Somerset since the 1908 Commission's decision, or in any contemplated extension by that administrative body, should affiliate to or register with the Somerset County FA as their parent Association and, if they wish, also apply to affiliate to or register with the Gloucestershire FA

Hertfordshire FA Area: County of Hertford, Overlapped by London Football Association.

Kent County FA Area: County of Kent. Overlapped by London Football Association.

Lancashire FA Area: County of Lancaster. Overlapped by Liverpool County Football Association and Manchester County Football Association. See also Note 3.

Liverpool County FA Area: 18 miles in Lancashire and eight miles in Cheshire from Liverpool Town Hall.

London FA Area: 12 miles from Charing Cross.

Manchester County FA Area: 12 miles from Manchester Town Hall and to be confined to Lancashire.

Middlesex County FA Area: County of Middlesex Overlapped by London Football Association.

Nottinghamshire FA Area: County of Nottingham. Overlapped by Sheffield & Hallamshire Football Association.

Oxford University AFA See Note 1.

Royal Air Force FA See Note 1.

Royal Navy FA See Note 1.

Sheffield & Hallamshire FA Area: 20 miles from Sheffield Parish Church (since 1909 – Sheffield Cathedral).

Staffordshire FA Area: County of Stafford. Overlapped by Birmingham County Football Association. See also Note 2.

Surrey County FA Area: County of Surrey. Overlapped by London Football Association.

West Riding County FA Area: The West Riding of Yorkshire except that part which is in the area of Sheffield & Hallamshire Football Association namely 20 miles from Sheffield Parish Church (Cathedral).

Worcestershire FA Area: That part of the County of Worcester south of a straight line from Hagley Railway Station to Barnt Green Railway Station and continued from Barnt Green Railway Station in a straight line to Headless Cross.

6. Where Clubs have a Membership with more than one Association, the Associations concerned shall appoint a Joint Committee to deal with all matters in dispute except those concerning Cup Competitions.
7. A County Association may accept entries for its Competitions from Clubs having Membership with another County Association provided the assent of that Association has been obtained and it shall have control of all matters in connection with the Competitions.
8. A County Association which is overlapped by one or more Associations shall notify all its Clubs, Competitions and Referees within its area of their right to affiliate or register with the Association concerned.

Note 1. The areas of the Services Associations are not defined: those of the Universities refer to persons in residence. The Amateur Football Alliance operates in England. Clubs may be added each year from other Associations, but they shall remain in Membership with their County Associations. The Rules of the Alliance shall be in conformity with the Rules and Practice of The Football Association.

Note 2. Walsall & District Football Association became part of Staffordshire Football Association in 1925.

Note 3. In agreement with the Cumberland Football Association and the Lancashire Football Association eight clubs in the South Cumberland area of Millom have been placed in Membership with the Lancashire Football Association, for all purposes from the end of season 1969/70.

Note 4. In connection with Clause 4 of this Memorandum it has been agreed that, when a Club has to obtain a ground in a neighbouring County, it will remain affiliated with its original County Association.

REGULATIONS FOR THE ESTABLISHMENT AND OPERATION OF THE NATIONAL LEAGUE SYSTEM

1. Introduction

The National League System (NLS) shall comprise a system by which promotion and relegation links shall exist between participating leagues (the "Leagues") and shall be operated in accordance with these regulations.

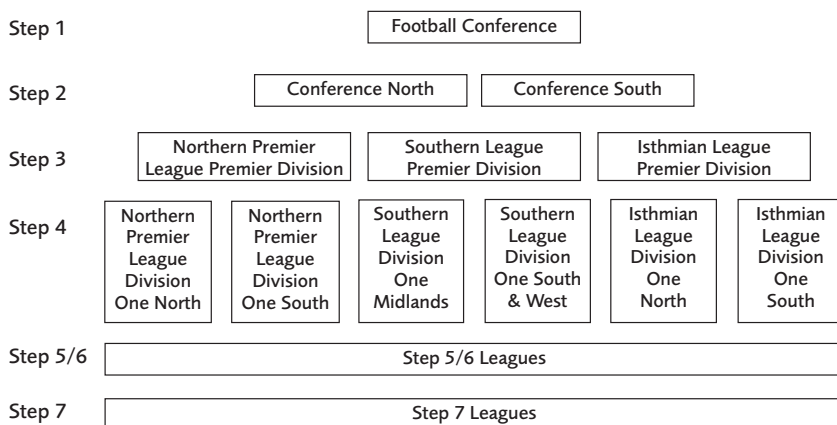
The aims and objectives of the NLS are:

- (a) To provide clubs with a level of competitive football appropriate to their playing ability, stadium/ground facilities, economic means and geographical location.
- (b) To provide a framework for discussion on matters of policy and common interest to leagues and clubs.
- (c) To allow the seasonal movement of clubs.

To be members, all leagues, and clubs (the "Clubs") participating from time to time in such leagues, shall be bound by these regulations. All member leagues will be required to sign a certificate confirming their agreement to the acceptance of the Regulations on an annual basis.

2. Position of a League in the National League System

2.1 The current structure of the NLS is set out below:



The leagues currently at Step 5, 6 and 7 are set out in the attachment to these regulations, and a review is underway.

2.2 Any league wishing to become part of the NLS must advise The Football Association in such form and/or providing such information as shall be required by the Leagues Committee ("LC") from time to time. The decision as to whether or not a league should be admitted to, and if admitted, their position in the NLS shall be made by the LC.

2.3 Any league wishing to propose an adjustment to its position within the NLS must apply in writing to the LC by 31st December in any year for such proposal to be determined by the LC in order, if approved, to have effect in the season commencing in the following calendar year.

3. Rules and Regulations for Promotion and Relegation

3.1 The NLS shall provide for the seasonal promotion, relegation or lateral movement of clubs between Steps within the system. A league that signifies its acceptance to be bound by these regulations must be in a position to promote and relegate clubs at the conclusion of each season.

4. Detailed Promotion and Relegation Issues

4.1 Eligibility criteria shall be agreed by the LC. Details of the ground grading requirements at each Step are contained in the National Ground Grading Document as published by The Football Association.

4.2 It may be necessary from time to time to move clubs laterally between leagues at the same Step to accommodate the movement of clubs by normal promotion and relegation. Where this is necessary, no club will be asked to move more than once in every three seasons unless it requests such a move.

4.3 At the conclusion of each season, the following procedures will apply:

Step 1 and Step 2

The clubs finishing in the bottom four places at Step 1 at the end of the playing season will be relegated to a feeder pool and placed in the most geographically appropriate division at Step 2. They will be replaced by the clubs finishing in 1st position in each of the divisions at Step 2 together with a further two clubs which win a series of play-off matches involving those clubs finishing in a play-off position (normally positions 2 to 5) in each of the divisions at Step 2. In exceptional circumstances where a club in positions 2 to 5 does not meet the criteria to enter the play-offs they should be replaced by a club finishing in the next eligible position. Clubs finishing below position 7 would not be considered.

Step 2 and Step 3

The clubs in the bottom three places in each of the two divisions at Step 2 at the end of the playing season will be relegated to a feeder pool and placed in the most geographically appropriate division at Step 3. They will be replaced by the clubs finishing in 1st position in each of the divisions at Step 3 together with a further three clubs determined by a series of play-off matches involving those clubs finishing in a play-off position (normally positions 2 to 5) in each of the divisions at Step 3. In exceptional circumstances where a club in positions 2 to 5 does not meet the criteria to enter the play-offs they should be replaced by a club finishing in the next eligible position. Clubs finishing below position 7 would not be considered. The promoted clubs will also be placed in a feeder pool and placed in the most geographically appropriate division at Step 2.

Step 3 and Step 4

The clubs in the bottom four places in each of the three divisions at Step 3 at the end of the playing season will be relegated to a feeder pool and placed in the most geographically appropriate division at Step 4. They will be replaced by the club finishing in 1st position in each of the divisions at Step 4 together with a further six clubs to be determined by a series of play-off matches involving those clubs finishing in a play-off position (normally positions 2 to 5) in each of the divisions at Step 4. In exceptional circumstances where a club in positions 2 to 5 does not meet the criteria to enter the play-offs they should be replaced by a club finishing in the next eligible position. Clubs finishing below position 7 would not be considered.

The promoted clubs will also be placed in a feeder pool and placed in the most geographically appropriate division at Step 3.

Step 4 and Step 5

In normal circumstances, the clubs in the bottom two places in each of the six divisions at Step 4 will be replaced by the twelve most suitable clubs from the leagues at Step 5 as determined by the LC. Each of these leagues will nominate the club finishing in 1st position subject to meeting the entry criteria and wishing to be considered for promotion. In the

event of the 1st placed club not being nominated, the club finishing in 2nd position can be nominated subject to the same criteria. Both the clubs relegated from Step 4 and the clubs to be promoted from Step 5 will be placed in a feeder pool and allocated to the most geographically appropriate league.

In the event that there are more clubs qualifying for promotion than spaces available, priority will be given to the Champion clubs in Step 5 leagues. If there remains vacancies, clubs finishing in 2nd place in Step 5 leagues will be ranked according to the average number of points gained per games played.

Clubs seeking promotion from Step 5 to Step 4 must make application in writing to The Football Association, copied to their existing league, by 31st December in the relevant year. The application must be accompanied by the agreed grading fee, as determined by the LC, which is non refundable. The Football Association will arrange for ground grading visits to take place before 31st March in the relevant year. A final list of clubs eligible to be considered for promotion will be published by 15th April. Final promotion will be subject to the criteria outlined in the paragraph above.

Step 5 to Step 6 and Step 6 to Step 7

The movement of clubs between Step 5 and Step 6 will continue as at present.

Clubs seeking promotion from Step 7 to Step 6 must make application in writing to The Football Association, copied to their existing league, by 31st December in the relevant year. A final list of clubs eligible to be considered for promotion will be published by 15th April. Final promotion will be subject to the current agreed criteria which will include a club's final league position and their ability to achieve the required ground grading.

All member leagues shall include in their constitutional rules and regulations provisions for the movement of clubs as detailed above.

4.4 Clubs will not be allowed to enter into a ground share agreement in order to gain promotion.

Only internal changes to the constitution of a league will be allowed following the holding of a league's annual general meeting.

5. The Movement of Clubs within the National League System other than by Promotion or Relegation

5.1 Movement of a club from participation in one league to another is not permitted other than by promotion and relegation save with the approval of the LC.

5.2 Any club proposing to move from one league to another must make appropriate applications to resign from and be elected to the relevant leagues in accordance with the rules and regulations of those leagues. Any such notice must in any event, and regardless of any provisions to the contrary in a league's rules and regulations, be given to both leagues and the LC by 1st April in the relevant year in order to be valid in accordance with paragraph 5.1.

5.3 If a club (whether a Members' Club or a Company) is liquidated and then wishes to reform, unless otherwise determined by the LC, it will be allowed to make an application only to join a league/division a minimum of two Steps below the league/division in which it was a member when liquidated.

5.4 If a club (whether a Members' Club or a company) seeks to merge with another club provisional notification must be received by the LC and the league (s) of which the clubs are members by 31st December in the relevant year. Any proposed merger must be finalised by 31st March in the following year in order for the merged entity to be included in the league structure for the ensuing season.

6. Election of a Club into a League

6.1 In normal circumstances a club can enter the NLS only at Step 7. However, in exceptional circumstances a league may seek approval from the LC to elect a club not

currently in membership of a league within the NLS provided that there is: (a) a vacancy within its constitution (b) the club meets the entry criteria and (c) promotion and relegation issues have been satisfied.

- 6.2 Reserve teams will not be permitted to compete above Step 6 in the NLS. There must be a minimum of Two Steps between a first and reserve team. This does not apply at Steps 6 & 7. Reserve teams currently at Step 5 can remain unless relegated, once relegated they will not be permitted to be promoted back to Step 5.

7. National League System Working Groups

National and Regional Working Groups will be formed comprising of representatives from leagues within the NLS and the LC to consider matters relevant to the development of the game within the System.

A Working Group may refer a matter to the LC for determination.

8. Procedures for the Determination of any Matter, Dispute or Difference by the Leagues Committee

- 8.1 The LC may adopt such procedures for the determination of any matter, dispute or difference as it considers appropriate and expedient, having regard to the aims and objectives set out at Regulation 1. The LC may require the attendance at a meeting or the written observations of any league or club, as it considers appropriate to assist its determination.
- 8.2 Any decision of the LC shall be subject to the right of appeal and the decision of an Appeal Board shall be final and binding on all parties.
- 8.3 The LC may, at its discretion, delegate the resolution of any matter, dispute or difference arising under these Regulations to any body it considers to be appropriate (including a sub-committee or commission which may include members of council not on the LC or a body constituted by a County Football Association).

9. Dispute Procedure

- 9.1 Any dispute or difference between a league and a club relating to promotion and relegation issues and/or other eligibility criteria should be referred for determination to the LC; such determination shall be final and binding. Any referral must be carried out in accordance with The Football Association's appeal procedure and be submitted at the offices of The Football Association, 25 Soho Square, London W1D 4FA within 14 days of the posting of the relevant decision and must be accompanied by the appropriate fee as set out at 9.2.

- 9.2 The fees will be as follows:

Step 1 clubs - £250
Step 2 clubs - £200
Step 3 clubs - £150
Step 4 clubs - £100
Other clubs - £50

10. Arbitration

The fact of participation in the NLS and signifying agreement to be bound by these Regulations shall constitute an agreement between each league and club to refer to Arbitration any challenge in law arising out of, or in relation to, these Regulations in accordance with the provisions of the Rules of The Football Association.

LEAGUES/DIVISIONS AT STEPS 5, 6 & 7 OF THE NATIONAL LEAGUE SYSTEM (as from season 2008/2009)

Step 5	Step 6	Step 7
Combined Counties League Premier Div	Combined Counties League Div 1	Anglian Combination Premier Div
Eastern Counties League Div 1	East Midlands Counties League	Bedfordshire League Premier Div
Essex Senior League	Eastern Counties League Div 2	Brighton Hove & District League Premier Div
	Hellenic League Div 1 East	Cambridgeshire County League Premier Div
Hellenic League Premier Div		Central Midlands League Supreme Div
	Hellenic League Div 1 West	Cheshire Association League Div 1
Kent League		Crawley & District League Premier Div
Midland Football Alliance	Midland Combination Premier Div	Dorset Premier League
North West Counties League Div 1	North West Counties League Div 2	East Berkshire League Premier Div
Northern Counties East League Premier Div	Northern Counties East Div 1	
Northern League Div 1	Northern League Div 2	East Sussex League Premier Div
Spartan South Midlands League Premier Div	South West Peninsula League Premier Div	Essex Olympian League Premier Div
Sussex County League Div 1	Spartan South Midlands League Div 1	
United Counties League Premier Div	Sussex County League Div 2	Essex & Suffolk Border League Premier Div
Wessex League Premier Div	United Counties League Div 1	Gloucestershire County League Premier Div
	Wessex League Div 1	Hampshire Premier League Div 1
Western League Premier Div		Hertfordshire Senior County League Premier Div
	West Midlands (Regional) League Premier Div	Kent County League Premier Div
	Western League Div 1	
		Leicestershire Senior League Premier Div
		Liverpool County Premier League Premier Div
		Manchester League Premier Div
		Mid Sussex League Premier Div
		Middlesex County League Premier Div
		Midland Combination Div 1
		North Berkshire League Div 1
		Northampton Town League Premier Div
		Northamptonshire Combination Premier Div
		Northern Football Alliance Premier Div
		Oxfordshire Senior League Premier Div
		Peterborough & District League Premier Div
		Reading League Senior Div
		Somerset County League Premier Div
		South West Peninsula League Div 1 East
		South West Peninsula League Div 1 West
		Spartan South Midlands League Div 2
		Staffordshire County Senior League Premier Div
		Suffolk & Ipswich League Senior Div
		Sussex County League Div 3
		Wearside League
		West Cheshire League Div 1
		West Lancashire League Premier Div
		West Midlands (Regional) League Div 1
		West Sussex League Premier Div
		Wiltshire Football League Premier Div
		Worthing & District League Premier Div

REGULATIONS FOR THE ESTABLISHMENT AND OPERATION OF THE WOMEN'S FOOTBALL PYRAMID

1. Introduction

The Women's Football Pyramid shall comprise a system by which promotion and relegation links shall exist between participating leagues (the "Leagues") and shall be operated in accordance with these regulations.

The aims and objectives of the Women's Football Pyramid are:

- (a) To provide clubs with a level of competitive football appropriate to their playing ability, stadium/ground facilities and economic means.
- (b) To provide a framework for discussion on matters of policy and common interest to leagues and clubs.
- (c) To allow the seasonal movement of clubs.

All leagues, and clubs participating from time to time in such leagues (the "Clubs"), shall be bound by these regulations. All leagues will be required to sign a copy of these regulations on an annual basis signifying their agreement to be bound by their content.

2. Position of a League in the Women's Football Pyramid

2.1 The structure of the Women's Football Pyramid is set out at Appendix A

2.2 Any league wishing to become part of the Women's Football Pyramid at Step 6 must advise The Football Association in such form and/or providing such information as shall be required by the FA Women's Football Committee ("FAWFC") from time to time. The decision as to whether or not a league should be admitted to, and their position in the Women's Football Pyramid shall be made by the FAWFC and shall be final and binding.

3. Rules and Regulations for Promotion and Relegation

3.1 The Women's Football Pyramid shall provide for the seasonal promotion and relegation of clubs between Steps within the system. A league that signifies its acceptance to be bound by these regulations must be in a position to promote and relegate clubs at the conclusion of each season. In extenuating circumstances, where a league is not in a position to relegate due to that league not being up to strength they must obtain the permission of the FAWFC.

4. Detailed Promotion and Relegation Issues

4.1 Eligibility criteria, including ground grading, shall be agreed between the FAWFC and the various leagues. Details of the requirements at each Step are contained in the Women's Football Pyramid Ground Grading Document as published by The Football Association.

4.2 It may be necessary from time to time to move clubs between leagues at the same Step to accommodate the movement of clubs by normal promotion and relegation. Where this is necessary, no club will be asked to move more than once in every three seasons.

4.3 At the conclusion of each season, the following procedures will apply:

Step 1 and Step 2

The clubs finishing in the bottom two places at Step 1 (FAWPL National Division) will be relegated and placed in the most geographically appropriate division at Step 2 (FAWPL Northern & Southern Divisions). They will be replaced by the clubs finishing in 1st position in each of the divisions at Step 2.

Step 2 and Step 3

The clubs in the bottom two places in each of the two divisions at Step 2 will be relegated to Step 3 (Combination Leagues). They will be replaced by the clubs finishing in 1st position in each of the leagues at Step 3. Should a club finishing in 1st position not wish to be considered for promotion, then the club finishing in 2nd or 3rd place may take its place. Clubs finishing lower than 3rd place will not be considered for promotion.

Step 3 and Step 4

The clubs in the bottom two places in each of the four leagues at Step 3 will be relegated to Step 4 (Regional League Premier Divisions). They will be replaced by the clubs finishing in 1st position in each of the leagues at Step 4. Should a club finishing in 1st position not wish to be considered for promotion, then the club finishing in 2nd or 3rd place may take its place. Clubs finishing lower than 3rd place will not be considered for promotion.

Step 4 and Step 5

The clubs in the bottom two places in each of the eight leagues at Step 4 will be replaced by the clubs finishing in 1st place in the sixteen divisions at Step 5 (Regional Leagues 1st Divisions). Should the ground of a club finishing in 1st position not be suitable by the respective management committee for Step 4, then a club finishing in 2nd (or 3rd) may take its place, provided that its ground does meet the requirements of Step 4.

Other promotion and relegation can occur if agreed by the Clubs in membership and with the approval of the FAWFC.

A club finishing in a position lower than 3rd will not be considered for promotion

Step 5 to Step 6

The movement of clubs between Steps 5 and 6 (County Leagues) will be at the discretion of the appropriate Joint Liaison Committees.

Each league shall include in its constitutional rules and regulations provisions for the movement of clubs as detailed above.

Reserve Teams are not permitted to play above Step 5

5. The Movement of Clubs within the Women's Football Pyramid other than by Promotion or Relegation

- 5.1 Movement of a club from participation in one league to another is not permitted other than by promotion and relegation save with the approval of the FAWFC, such approval being final and binding.
- 5.2 Any club proposing to move from one league to another must make appropriate applications to resign from and be elected to the relevant leagues in accordance with the rules and regulations of those leagues. Any such notice must in any event, and regardless of any provisions to the contrary in a league's rules and regulations, be given to both leagues and the FAWFC by 1st April in the relevant year in order to be valid.
- 5.3 If a club (whether a Members' Club or a Company) is liquidated and then wishes to reform, unless otherwise determined by the FAWFC, it will be allowed to make an application only to join a league/division a minimum of two Steps below the league/division in which it was a member when liquidated. This relates only to clubs that wish to reform for the following season

6. Election of a Club into a League

In normal circumstances a club can enter the Women's Football Pyramid only at Step 6 (County League level) and only to the County League of their Parent County Association. However, in exceptional circumstances a league may seek approval from the FAWFC to elect a club not currently in membership of a league within the Women's Football Pyramid provided that there is: (a) a vacancy within its constitution (b) the club meets the entry criteria and (c) promotion and relegation issues have been satisfied.

The determination by the FAWFC shall be final and binding.

7. Women's Football Conference

The Women's Football Conference (the Conference) will comprise of representatives from leagues within the Women's Football Pyramid and the FAWFC with the objective to take steps to protect and further the interests of Girl's and Women's Association Football. .

8. Joint Liaison Committees

Regional Joint Liaison Committees (JLC's) will be established to consider matters relating to the development of the Women's Football Pyramid in their regions. In particular JLC's will be responsible for the determining the promotion and relegation of clubs between Steps 5 & 6.

The Joint Liaison Committees will be established on a regional basis and will comprise of representatives of the Regional League and the appropriate County Leagues.

Both the Conference and the JLC's may refer a matter to the FAWFC for determination and the decision of the FAWFC shall be final and binding

9. Procedures for the Determination of any Matter, Dispute or Difference by the Women's Football Committee

9.1 The FAWFC may adopt such procedures for the determination of any matter, dispute or difference as it considers appropriate and expedient, having regard to the aims and objectives set out at Regulation 1. The FAWFC may require the attendance at a meeting or the written observations of any league or club, as it considers appropriate to assist its determination.

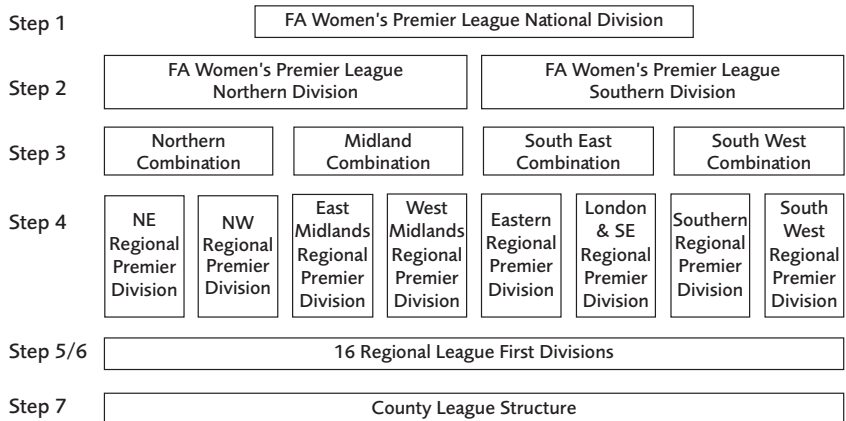
9.2 The FAWFC may, at its discretion, delegate the resolution of any matter, dispute or difference arising under these Regulations to any body it considers to be appropriate (including a sub-committee or commission which may include members of council not on the FAWFC or a body constituted by a County Football Association).

10. Appeal Procedure

Any dispute or difference between a league and a club relating to promotion and relegation issues and/or other eligibility criteria should be referred for determination to the FAWFC, such determination shall be final and binding. Any referral must be carried out in accordance with The Football Association's appeal procedure and be submitted at the offices of The Football Association, 25 Soho Square, London W1D 4FA within 14 days of the posting of the relevant decision and must be accompanied by a fee of £100.

11. Arbitration

The fact of participation in the Women's Football Pyramid and signifying agreement to be bound by these Regulations shall constitute an agreement between each league and club to refer to Arbitration any challenge in law arising out of, or in relation to, these Regulations in accordance with the provisions of the Rules of The Football Association.



I agree to the terms and conditions of the above Regulations of the Women's Pyramid of Football and consent to be bound by their content:

Name of League:

Position within League:

Signed: Date:

Position within League:

Signed: Date:

THE FOOTBALL ASSOCIATION PROGRAMME FOR EXCELLENCE

REGULATIONS 2008–09

FA Rule C4 (b) applies to all players within The FA Programme for Excellence. There are two types of recognised and Licensed Centres of Excellence for the purpose of FA Rule C4 (b), to be known as Centres of Excellence and Football Academies.

1. Purpose

The purpose of The FA Programme for Excellence is to identify players of outstanding ability and place them in a technical and educational programme designed to produce football excellence in conjunction with personal development.

2. Scope

The Programme for Excellence incorporates the following activities:

- 2.1
 - Centres of Excellence
 - Football Academies
- 2.2 All FA Premier League Clubs are encouraged to operate a Football Academy.
- 2.3 Clubs operating a Football Academy may not operate a Centre of Excellence.
- 2.4 FA Premier League and Football League Clubs may not designate any technical or educational programme as a Centre of Excellence or Football Academy unless that Centre of Excellence or Football Academy is licensed by The FA Premier League and Football League under these regulations.

3. Quality Control

- 3.1 The Football Association authorises The FA Premier League and the Football League to award Licences for Centres of Excellence and Football Academies to FA Premier League Clubs and Football League Clubs, providing the control requirements, as outlined, are met.
- 3.2 The FA Premier League is authorised to award Licences to operate Football Academies and Centres of Excellence to FA Premier League Clubs.
- 3.3 The Football League is authorised to award Licences to operate Centres of Excellence and Football Academies to Football League Clubs.
- 3.4 Requirements to authorise the award of Licences:
 - It is a requirement of The FA Premier League and Football League to award Licences in accordance with the criteria as agreed by The Football Association.
 - The FA Premier League and Football League agree to the following Quality Control mechanism to ensure The FA Criteria, as determined by The FA after full consultation, are maintained.
- 3.4.1. **Applications Forms** – To reflect the agreed criteria and be available for review on request of the Technical Control Board.
- 3.4.2. **Monitoring** – The FA Premier League and the Football League to institute a programme of visits to monitor the criteria. Each Centre of Excellence and Football Academy to be visited a minimum of three times per season.
- 3.4.3. **Reports** – Each visit to a Centre of Excellence/Football Academy to be reported and copies of the reports to be available for review on the request of the Technical Control Board.
- 3.4.4. **Review** – Each Centre of Excellence/Football Academy to be provided with an annual review, based on a minimum of three visiting reports. The annual reviews to be made available to the Technical Control Board for review.

3.4.5. **Registration**

- 3.4.5.1. The FA Premier League Academy Department, and the Football League Academy Department, to be responsible for the registration of all players on Football Academy Forms. Age registration to operate from September 1st of each year.
- 3.4.5.2. Registration Forms to be agreed by The Football Association.
- 3.4.5.3. Registration to be via either a Centre of Excellence or Football Academy form.
- 3.4.5.4. The FA Premier League and Football League to be responsible for the registration of all Centres of Excellence forms. Age registration to operate from September 1st of each year.
- 3.4.5.5. Players registered as Associate Schoolboys before July 31st 1998 will have their registrations maintained until the completion of their full time education.
- 3.4.5.6. Players registered as Associate Schoolboys before July 31st 1998 or registered on Centres of Excellence forms, with a Football Academy or Centre of Excellence, and unable to comply with the travelling time requirements, may receive coaching until completion of their full-time education in 1999 or 2000 at either a satellite Football Academy or satellite Centre of Excellence, or a Centre of Excellence or Football Academy operated by another club with permission of that club.
- 3.4.5.7. The Associate Schoolboy registration to be abolished from August 1998 and no players to be registered on Associate Schoolboy forms after August 1st 1998. All the existing benefits of the Associate Schoolboy Registration Scheme to be retained under the regulations regarding the Centres of Excellence Scheme – with the exception of distance registrations.
- 3.4.5.8. Players signed on Football Academy forms are not under any requirement to play football for teams provided by the player's school, Schools FA, or Football Academy. The player's activities should be organised in the best interest of the player's technical, educational, academic and social welfare with the approval of the parents in conjunction with the player's school, and the Football Academy Director.
- 3.4.5.9. Schoolboys registered with The FA Premier League and Football League as Football Academy players, may not register with another affiliated club during that playing season.

3.4.6. **Fixtures** – The FA Premier League and Football League to provide a programme of fixtures for Football Academies and Centres of Excellence as outlined below. Academy Football: friendlies and affiliated competitions to be organised and administered on behalf of Academies by The FA Premier League, in consultation with the Football League, on the basis of one game per week – a maximum of 30 games per season – recommended as:

- Under 18 years of age – maximum 14 teams per league (strictly youth football)
- Under 21 years of age – maximum 14 teams per league (and a maximum of three over-age players per team).

Normal disciplinary measures will be in operation, i.e. players cautioned or sent off will be reported to The Football Association.

3.4.7. **Compensation** – The FA Premier League and Football League to agree a procedure for appeals with regard to compensation. The safeguards and systems currently operating with regard to the Associate Schoolboy Scheme would be replicated and maintained. Compensation will be no less than is currently operating.

- 3.4.8. **Rules** – The FA Premier League to incorporate the criteria for Football Academies and Centres of Excellence into the rules of The FA Premier League. The Football League to include the criteria for Football Academies and Centres of Excellence in the rules of the Football League.
- 3.4.9. **Appeal** – Clubs may appeal to The Football Association with regard to decisions of The FA Premier League and Football League concerning the operation of Centres of Excellence and Football Academies.
- 3.4.10. **Fees** – Registration fees and Licence fees to be at the discretion of the Leagues.
- 3.4.11. **Learning Programme And Support Service** – The FA Premier League and Football League recognize the role of The Football Association to outline the required learning programme and provide the necessary support service to assist clubs deliver their programme.
- 3.4.12. **Football Calendar** – In agreement with The Football Association, a minimum of four weekends (Friday p.m. to Sunday p.m.) to be allocated throughout each season, without Academy and Centres of Excellence fixtures, to be used for:
- International Development
 - Selected Players Courses
 - In-Service Training of Coaches and Staff
- 3.4.13. **Communication** – The FA Premier League and Football League to provide for parents (on any occasion that a player signs a registration form and annually) the rules and guidelines relating to Football Academies and Centres of Excellence, with regard to: registration Welfare, educational needs, priority of activities.
- 3.4.14. **Technical** – Academies to provide a Broad Learning Programme regarding Technical and Academic outcomes, as agreed by The Association.
- 3.4.15. **Quality Audit** – The FA Technical Director will evaluate the performance of Football Academies on objective criteria (including technical, academic, welfare and disciplinary aspects).
- 3.4.16. **Child Protection**
- 3.4.16.1. All staff and volunteers involved at a Football Academy/Centre of Excellence must be registered by the Football Academy/Centre of Excellence. The register must be kept up to date and no person who is not registered shall have any involvement with the Football Academy/Centre of Excellence. This requirement shall apply to all persons involved at the Football Academy/Centre of Excellence, including coaching and administrative and ancillary staff and volunteers, talent spotters, drivers etc.
- 3.4.16.2. The register shall be liable to inspection and verification at any time by The F.A.P.L./F.L. as appropriate.
- 3.4.16.3. All persons who may come into contact with minors through their involvement at a Football Academy/Centre of Excellence must complete and submit to the Football Academy/Centre of Excellence a self-certification form in relation to child protection issues. All such persons may also be the subject of criminal and other record checks with the Police or Social Services. The self-certification form shall be as determined by The Football Association from time to time.
- 3.4.16.4. One person at each Football Academy/Centre of Excellence shall be designated as having responsibility for child protection issues as part of the promotion of the welfare of children attending the Football Academy/Centre of Excellence. Each such person shall be required to be trained in child protection issues at least to include satisfactory completion of The Football Association/English Sports Council Child Protection Awareness Programme or equivalent scheme designated by

The Football Association. It shall be the responsibility of the designated person to liaise with children, staff and volunteers and the Police, Social Services and FA Premier League/Football League (as appropriate) in relation to any child protection issues that may arise; to promote awareness of child protection issues that may arise; to promote awareness of child protection issues generally and specifically best practice amongst staff and volunteers, and to monitor compliance.

INDEPENDENT CENTRES OF EXCELLENCE

The Association reserves the right to award a Licence to operate an Independent Centre of Excellence, to a bona fide body (e.g. County Football Association, Local Authority, Schools Football Associations, Non-League Clubs).

Independent Centres of Excellence must meet all the criteria outlined for Centres of Excellence and will be subject to all controls, registration, and inspection as provided by the Football League.

Applications for a licence for an Independent Centre of Excellence will only be considered where players cannot, within the stipulated travelling time per age, attend a Centre of Excellence operated by a Football League Club, or a Football Academy.

4. Criteria to Operate a Football Academy

Football Academy Licences to be awarded by The FA Premier League and Football League in accordance with criteria laid down by The Football Association, to be reviewed annually.

4.1. Age

4.1.1. Football Academies must operate at every age level from Under 9 years of age to under 21 years of age. The criteria refer to all aspects of 9–21 year football in Academies.

4.1.2. Clubs operating Academies may not operate a Centre of Excellence and are only allowed to register players on Football Academy Forms for these age ranges, and the appropriate Football League or FA Premier League forms where necessary (in order to be eligible for first team football).

4.1.3. A Club may only operate one Academy. Clubs may seek permission from The FA Premier League or Football League to operate one Satellite Centre to the main Academy (at Under 9, 10, 11, 12 and 13 years of age) providing the following criteria are met:

- The overall number of registered players for the Academy as a whole does not exceed the stated number. (See 4.2.2. below.)
- All other criteria regarding the establishment of a Football Academy must be met at the satellite centre (with the exception of the specifications of the indoor area).
- The players in the satellite centre are coached or play with the players at the main Academy at least once per week.
- Preference to operate a satellite centre will be given to clubs with:
 - limited catchment areas (e.g. coastal clubs)
 - with particular travel problems (e.g. London)
 - wishing to operate a Football Academy in an area poorly serviced by Academies or Centres of Excellence, i.e. players having difficulty in attending a Football Academy or Centre of Excellence within the travelling time.

4.2. Registration

4.2.1. Registration is to the respective League (FA Premier or Football League) on the Football Academy Form. Football League to notify FA Premier League of their registrations immediately (and vice versa).

4.2.2. Academies may register the following maximum numbers:

Under 9 – Under 12 – 40 players per year band

Under 13 – Under 14 – 30 players per year band

Under 15 – Under 16 – 20 players per year band

(Until the end of the 1999/2000 season, any player signed as an Associate Schoolboy are included in this number.)

Under 17 – Under 21 – 15 players per year band

- 4.2.3. Clubs must adhere to a one hour travelling time to the Academy for ages Under 9 years to Under 13. For age ranges Under 13 to Under 16, this is increased to 1.5 hours.
- 4.2.4. A six week trial period is allowed for unregistered players from Under 9 to Under 16 years of age.
- 4.2.5. Trials are not permitted for registered players at other clubs operating Football Academies or Centres of Excellence.
- 4.2.6. Between Under 9 and Under 12 registration will be annual.
 - 4.2.6.1. From the player's twelfth birthday, the player must sign for a minimum of two years.
 - 4.2.6.2. From the player's fourteenth birthday, the player must sign until the end of the Under 16 season.
 - 4.2.6.3. At any time, on or after the player's twelfth birthday, with the parents' consent, the club may extend the registration until the end of the Under 16 season.
 - 4.2.6.4. After the player's fourteenth birthday, the club may offer the player a Scholarship for the Academy from 16–19 years with a two-year option until 21 years of age, held by the club. Such offers to be mutually respected by all participating clubs and incorporated into FA Premier League and Football League rules. Any time after a player's 17th birthday, a player may sign a professional contract but is required to continue the required educational and technical programmes until the end of the season of his 21st birthday. In the season of the player's 19th birthday, the Club must inform the player by 30th September whether he is to be retained at the end of the season. Between 16–19 years of age, the player will receive an agreed annual salary and, in addition, a provision will be made to recognise the player's progress (e.g. appearance bonus for its team football). From 19–21 an agreed minimum annual salary will be paid if either party fails to reach an agreement.
 - 4.2.6.5. Players to be informed in writing by 3rd Saturday in April in the season where registration ceases whether they are to be retained or released.
 - 4.2.6.6. A club may not approach, directly or indirectly, any player registered with another Centre of Excellence or Football Academy.
 - 4.2.6.7. A player is not entitled to be coached by a club operating a Football Academy or to participate in games, tours or tournaments, unless the player is signed on Football Academy forms (or subject to a six-week trial process).
 - 4.2.6.8. Academies may de-register players by mutual consent any time after 12 years of age.
 - 4.2.6.9. Academies are required to notify in writing to the player and his parents the rules and guidelines concerning Academies with regard to: registration, welfare, educational needs, priority and objectives. This process to be repeated on each occasion a boy signs a Registration Form.
- 4.3. Technical Requirements
 - 4.3.1. Minimum number of hours to be provided within the season per week excluding games:
 - Under 9–11 yrs. – not less than 3 hrs. (2 sessions)

- Under 12–16 yrs. – not less than 5 hrs. (3 sessions)
Under 17–21 yrs.* – not less than 12 hrs.
(*not applicable to players in the club's first team squad)
- 4.3.2. The Football Academy Director to ensure the following games are provided:
Under 9–11 yrs. – Min. 24/Max. 30 – all small-sided
Under 12–16 yrs. – Min. 24/Max. 30
Under 15–16 – Min. 24/Max. 36 (including international games)
- 4.3.3. It is a condition of a player's registration with a Football Academy that the player commits himself to a maximum number of all games for all teams for the season as follows:
Under 9–11 – Max. 30 (all small-sided games)
Under 12–16 – Max. 30
The Academy Director is required to ensure that the minimum number of games are:
Under 9–11 – Min. 24 (all small-sided games)
Under 12–16 – Min. 24
- 4.3.4. Football Academies may not affiliate teams to any other Youth Leagues.
- 4.4. Learning Programme
- 4.4.1. Academies to provide a Broad Learning Programme regarding Technical and Academic outcomes as agreed by The Football Association.
- 4.4.2. The Learning Programme to incorporate annual Technical and Academic goals, review and feedback.
- 4.4.3. A simple written reporting system to be provided to players and parents, and head teachers whilst in full time education, as a minimum twice a year, regarding players' progress towards agreed goals, technical and academic.
- 4.5. Facilities
- 4.5.1. Technical
Minimum total requirements (a maximum of artificial surfaces to be one indoor area and one outdoor artificial surface.)
- 9–Under 11 – one 60x40 yd. area for each 40 players registered
 - Under 12–Under 16 – one 60x40 yd. area for each 30 players registered
 - Under 17–Under 21 – one full size pitch for every 30 players registered
 - One indoor area – min. 60x40 yd.
- 4.5.2. Medical
- Treatment and Examination areas.
- 4.5.3. Study
- Homework and study area for a minimum of 40 young players.
- 4.5.4. Parents
- Parents Lounge*.

4.6. Staff

4.6.1. General Requirements

All coaches registered and authorised to coach in Football Academies must by 1 August 2004* hold the appropriate qualification to coach at that level, i.e.

7–11 years:

FA Youth Coaches Award – Junior

12–16 years:

FA Youth Coaches Award – Schools

17–21 years:

FA Youth Coaches Award – Youth

A 12-month dispensation will be provided for those coaches who have undertaken the course of training but not yet been assessed by these dates.

*In Centres of Excellence by 1 August 2005

Retention

To retain the award all coaches (including those awarded under APL) must complete one FA Youth Award Refresher Course for the appropriate age range within every three years beginning from 1 August 2004.

APL

APL will be awarded to holders of The FA Advanced Coaching Licence Youth Option.

Transfer of Age-Specific Qualification

Should any coach in future years wish to qualify at a different age group, he/she must complete the relevant age-specific modules.

4.6.2. Minimum Full-Time Staff Required

- One Director of Academy
- One Assistant Director of Academy (8–16 years)
- One Assistant Director of Academy (16–21 years)
- One Academy doctor – not first team doctor unless full time
- Two full-time Physiotherapist
- One Education/Welfare Adviser (8–21 years)

4.6.3. Technical Staff (either full or part time)

- A maximum ratio of players to coach – 20:2. One coach may be an assistant working towards the required qualification.
- All Academy goalkeepers should have access to specialist goalkeeping sessions for a minimum of 50% of the technical practice (see 4.3.1.)
- Academy teams to be managed under the control of coaches working with the same children during the week.

4.7. Education and Welfare

4.7.1. Each Football Academy shall provide appropriate and adequate educational arrangements for its registered students at Primary, Secondary and Tertiary levels. Such arrangements shall be notified to, and approved by, The FA Premier League or Football League.

4.7.2. The Education and Welfare Officer to hold qualified Teacher status and experience of teaching in a Primary or Secondary School or a College of Further Education.

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- 4.7.3. Commitment to screening, profiling, monitoring and recording key aspects of the players' physiological growth and development, as determined by The Association.
 - 4.7.4. The interchange of research data and information between The Football Association and Academies and between Academies. This process will not compromise individual rights to confidentiality.
 - 4.7.5. Adequate player insurance.
 - 4.8. Developing Liaison and Links. (These could be achieved through the Clubs' Football in the Community Scheme.)
 - 4.8.1. Academies to include at least one Junior Football Centre providing regular small-sided football for a minimum of 100 non-registered players (under 10 years of age) under Charter Mark criteria.
 - 4.8.2. Academies under Charter Mark guarantee to provide liaison with, and services for an agreed programme. A minimum of 100 Junior Schools, 10 Secondary Schools, 50 Junior Football Clubs.
 - 4.9. Conduct
 - All staff and parents and players to commit themselves to and promote the Code of Conduct, as determined by The Association.
 - 4.10. Administration
 - All Registration and Player Profiles to be computerised
 - All Academies to have e-mail and Internet link to The Football Association, FA Premier League (and Football League if applicable) at the site of the Academy.
 - 4.11. Time-Scale Clubs intending to operate a Football Academy for the season 1999/2000 must:
 - Make application by February 1st 1999.
 - Ensure all staffing arrangements are in place by August 1st 1999.
 - A commitment to provide all the necessary facilities by August 1st 2001.
 - Any club promoted to The FA Premier League, which has not previously applied to operate a Football Academy, must ensure that all staffing arrangements are in place by August 1st of the following year and that a commitment is made towards completing all facility requirements within two years of promotion to The FA Premier League.
 - 4.12. Grievances
 - An agreed grievance procedure will be instituted.
 - 4.13. All Football Academies are required to comply in full with the conditions of the 1989 Children's Act.
- 5. Criteria to Operate a Centre of Excellence**
- Centre of Excellence Licences to be awarded by the Football League and FA Premier League in accordance with criteria laid down by The Football Association, to be renewed annually.
- 1. Age
 - 1.1. Centres of Excellence may operate at any age level. They may specifically operate from Under 14 years to Under 16 years.
 - 1.2. Clubs operating Centres of Excellence may not operate a Football Academy and are allowed only to register players on Centres of Excellence forms and the appropriate Football League form where necessary, to be eligible for Reserve and 1st Team Football with the exception of the Girls' Centres of Excellence.

- 1.3. A Club may only operate one Centre of Excellence. Clubs may seek permission from The Association to operate one satellite Centre to the main Centre (at any age) providing the following criteria are met:
 - The overall number of registered players for the Centre as a whole does not exceed the stated number. (See 2.2. below.)
 - All other criteria regarding the establishment of a Centre of Excellence must be met at the satellite centre.
 - Preference to operate a satellite centre will be given to clubs with:
 - limited catchment areas (e.g. coastal clubs)
 - with particular travel problems (e.g. London)
 - wishing to operate a Centre of Excellence in an area poorly serviced by Centres of Excellence or Academies, i.e. players having difficulty in attending a Centre of Excellence or Football Academy within the travelling time.
2. Registration
 - 2.1. Registration is to The FA Premier League or Football League on the Centres of Excellence form.
 - 2.2. Centres of Excellence may register the following maximum numbers:
 - Under 9 – Under 12 – 40 players per year band
 - Under 13 – Under 14 – 30 players per year band
 - Under 15 – Under 16 – 20 players per year band(Until the end of the 1999/2000 season, any players signed as an Associate Schoolboy are included in this number.)
 - 2.3. Clubs must adhere to a one hour travelling time to the Centre for ages Under 9 years to Under 13. For age ranges Under 13 to Under 16, this is increased to 1.5 hours.
 - 2.4. A six-week trial period is allowed for unregistered players from Under 9 to Under 16 years of age.
 - 2.5. Trials are not permitted for registered players at other clubs operating Football Academies or Centres of Excellence.
 - 2.6. Between Under 9 and Under 12 registration will be annual.
 - 2.7. From the player's twelfth birthday, the player must sign for a minimum of two years.
 - 2.8. From the player's fourteenth birthday, the player must sign until the end of the Under 16 season.
 - 2.9. At any time, on or after the player's twelfth birthday, with the parents' consent, the club may extend the registration until the end of the Under 16 season.
 - 2.10. After the player's fourteenth birthday, the club may offer the player a Scholarship for the Centre from 16–19 years with a two-year option until 21 years of age, held by the club. Such offers to be mutually respected by all participating clubs and incorporated into FA Premier League and Football League rules.
 - 2.11. Players to be informed in writing by the 3rd Saturday in April in the season where registration ceases whether they are to be retained or released.
 - 2.12. A club may not approach, directly or indirectly, any player registered with another Centre of Excellence or Football Academy.

- 2.13. A player is not entitled to be coached by a club operating a Centre of Excellence or to participate in games, tours or tournaments, unless the player is signed on Centre of Excellence forms (or subject to a six week trial process).
- 2.14. Centres may de-register players by mutual consent any time after 12 years of age.
- 2.15. Centres are required to clearly outline the rules and guidelines concerning Centres with regard to: registration, welfare, educational needs, priority and objectives.
3. Technical Requirements
Centres of Excellence may coach young players on an unlimited number of occasions and be involved in Centres of Football. (See 7.)
4. Facilities The following facilities are required:
- Adequate showers, bathing facilities
 - Separate treatment room
 - Rapid access to qualified medical expertise
 - Appropriate size of coaching area
5. Staff
- 5.1. General Requirements:
All coaches registered and authorised to coach in Football Academies must by 1 August 2004* hold the appropriate qualification to coach at that level, i.e.
- 7–11 years:
FA Youth Coaches Award – Junior
- 12–16 years:
FA Youth Coaches Award – Schools
- 17–21 years:
FA Youth Coaches Award – Youth
- A 12-month dispensation will be provided for those coaches who have undertaken the course of training but not yet been assessed by these dates.

*In Centres of Excellence by 1 August 2005

Retention

To retain the award all coaches (including those awarded under APL) must complete one FA Youth Award Refresher Course for the appropriate age range within every three years beginning from 1 August 2004.

APL

APL will be awarded to holders of The FA Advanced Coaching Licence Youth Option.

Transfer of Age-Specific Qualification

Should any coach in future years wish to qualify at a different age group, he/she must complete the relevant age-specific modules.

- 5.2. Minimum Staff Required:
- A Director of the Centre of Excellence
 - Coaches
- 5.3. Technical Staff (either full or part time)
- A maximum ratio of players to coach – 20:2. One coach may be an assistant working towards the required qualification.

- All Centres of Excellence goalkeepers should have access to specialist goalkeeping sessions for a minimum of 50% of the technical practice. (See 3.1.)
 - Centre of Excellence teams to be managed under the control of the coaches working with the same children during the week.
- 6.1. Adequate player insurance is required.
 - 6.2. A simple written reporting system to be provided to players and parents, and head teachers whilst in full time education, as a minimum twice a year, regarding players' progress towards agreed goals, technical and academic.
 7. Grievances An agreed grievance procedure will be instituted.
 8. All Centres of Excellence are required to comply in full with the conditions of the 1989 Children's Act.

9. Centres Football

- 9.1. Players will be licensed in the categories as outlined below:

There will be three categories for all young players. (See below.) Players registered with Centres of Excellence will play in Categories A and B only. Players NOT registered with a Centre of Excellence will play in Categories Band C only.

Where insufficient football games are provided in Categories A or B a player may be released to play in Category C football. He may only do so with the written permission of the Director of the Centre of Excellence with which he is registered.

It will be the responsibility of the Director of the Centre of Excellence to monitor, consult and control the type and number of games in which the player takes part.

Category	TYPE OF FOOTBALL
A	International Football Professional Football Clubs Junior and Youth Teams Centres Football and Coaching
B	All Schools Football
C	Local Youth Leagues Community Football Activities

9.2. Priority List

- 9.2.1. International Matches
- 9.2.2. Preparation for International Matches
- 9.2.3. Trials for selection of Squads for International Matches
- 9.2.4. FA Programme for Excellence Age Group Development Courses
- 9.2.5. The total number of games which outstanding young players play, must be reduced to a maximum of 60 games, including international games and preparation and trials for those games.

9.3. Avoidance of Conflict

It is hoped that conflict will be avoided between Schools' Football and Centres Football.

It is recognised that the prime objective in the Programme for Excellence is to give more time for coaching talented young players and for those talented young players to play in coached games against other talented

players. It is, however, recognised that in the early part of the season, September and early October, and the late part of the season, late February and March, priority will be given to Schools' Football should there be a clash between Centres of Excellence coaching and Schools' matches.

Players registered in The Football Association Programme for Excellence in the Under 16 age group should be released to participate in County Under 16 representative competitions. There will be no more than six matches per season, which will be extra to The FA Centres Football and Schools Football allocation as shown above.

County Football Associations will inform, in writing, the Centre of Excellence with which the player is registered no less than 14 days prior to the match.

Representatives of the County Football Association will be advised of the dates on which no FA Centres Football Fixtures are to be arranged in each region and will be invited to a meeting of the "cluster" of Centres of Excellence with the Monitor and Regional Director.

County Football Associations will endeavour to move to a common fixture calendar to be coordinated with The FA Centres Football Fixtures as organised by The Football Association. All efforts will be made to avoid any clash of fixtures.

9.4. **Matches to be played between**

- Football League Clubs
- E.S.F.A. Schools' Associations

Centres of Excellence may play up to twenty-five matches per season.

- 9.5. (i) Players must be registered in the respective age groups within the Football League.
- (ii) Clubs must not include boys who are registered with any other club's Centre of Excellence or Football Academy. Clubs wishing to include "trialists" may only do so by:
- giving seven clear days' notice of approach in writing to the registered youth team with which the trialist plays as per Football Association Rule C2(a)
 - this procedure will require clubs to "clear" the player seven days in advance
- (iii) Players, including registered players and trialists, must only play one match in one day. Clubs may include no more than two players from one junior team and no more than four in total on a trial basis in each match. The normal trial period shall be regarded as four matches after which players should either become signed to the club or released.

It will be in order for players to be combined in consecutive age groups to play against teams of a similar nature. A fixture list will be compiled by the Football League and forwarded to The Football Association and The English Schools' Football Association.

Any matches subsequently re-arranged should be similarly notified.

- 9.6. Directors of Centres of Excellence are only allowed and encouraged to develop games in the Under 12 age range as small-sided game rules as specified by The Football Association.

It is expected that in the 13–16 age groups games will be 11v11.

- 9.7. Members of staff responsible for the work at Centres of Excellence should in the main be those who are conducting Centres Football with the players.

It is expected that those conducting Centres Football on behalf of both professional clubs and Centres of Excellence will be qualified as outlined by The Football Association.

- 9.8. **Matches**
- (a) to be organised as coached games and to be played in three periods
 - (b) the host club to be responsible for appointing qualified match officials
 - (c) a qualified First Aider to be in attendance
 - (d) to have unlimited substitutions
 - (e) to allow players to return to the pitch after having been substituted
 - (f) to have footballs and pitches of appropriate size
 - (g) to have no results published
 - (h) to be played on a "friendly" basis, i.e. no competitions.
- 9.9. Information to be kept by each club
- details of each match played
 - date
 - venue
 - names of all participating players
- 9.10. It will be permissible for Centres of Excellence to play against each other:
- Age Group 9/10/11/12 (small-sided games)
 - Age Group 13/14/15/16 (11v11 games)
- All games to be conducted under the criteria as outlined above and within the Rules and Regulations for the Programme for Excellence.
- 9.11. Players who are cautioned or dismissed from the field of play will be reported directly to The Football Association.

THE FOOTBALL ASSOCIATION PROGRAMME FOR EXCELLENCE (FEMALE) REGULATIONS 2008–09

FA Rule C4 (b) applies to all players within The Football Association Programme for Excellence.

1. Purpose

The purpose of The Football Association Programme for Excellence is to identify players of outstanding ability and place them in a technical and educational programme designed to produce football excellence in conjunction with personal development.

2. Scope

Any Club or organisation may not designate any technical or educational programme as a Centre of Excellence unless that Centre of Excellence is licensed by The Football Association under these regulations.

3. Quality Control

3.1 Requirements to authorise the award of Licences:

- 3.1.1 Grant Aid Business Plan – To be submitted annually and to reflect the agreed regulations. The business plan is to be made available for review at the request of The Football Association Women's Football Committee.
- 3.1.2 Log Books – Each Centre will be provided with Log Books by The Football Association to be completed on a weekly basis by each player under the supervision of the Centre Director.
- 3.1.3 Monitoring – The Football Association to institute a programme of visits to monitor the regulations.
- 3.1.4 Reports – Each visit to a Centre of Excellence to be reported and copies of the reports to be available for review on the request of The Football Association Women's Football Committee.
- 3.1.5 Financial Monitoring – Each Centre will submit twice yearly to The FA a financial monitoring report.
- 3.1.6 The Football Association Women's Football Committee has the right to refuse / withdraw a Centre's licence with immediate effect.

3.2. Registration:

- 3.2.1 The Football Association to be responsible for providing registration forms for the registration of all players at a Centre of Excellence.
- 3.2.2 Centres may de-register players by mutual consent or an appeal may be made to The Football Association. Any player who de-registers may not re-register for that Centre, or any other Centre, during the current season without the permission of The Football Association.
- 3.2.3 Age registration to operate from 1st September of each year.

3.3 Fixtures

The Football Association is to provide a full programme of fixtures for Centres of Excellence.

3.4 Fees

Registration fees and Licence fees to be at the discretion of The Football Association.

3.5 Learning Programme and Support Service

The Football Association to outline the required learning programme and provide the necessary support service to assist Centres to deliver their programme.

3.6 Football Calendar

In agreement with the football calendar, a minimum of four weekends (Friday p.m. to Sunday p.m.) to be allocated throughout each season, without Centres of Excellence fixtures, to be used for:

- International Development
- Selected Players Courses

3.7 Communication

The Football Association to provide for parents/carers and players (on any occasion that a player signs a registration form annually) the rules and guidelines relating to Centres of Excellence, with regards to: registration, welfare, educational needs, priority of activities.

This information must be given at dedicated player and parents/carers meeting at the commencement of the annual programme.

3.8 Quality Audit

The Football Association Director of Football Development will evaluate the performance of Centres of Excellence on objective criteria (including academic, tactical, technical and welfare).

4. Safeguarding Children

- 4.1 All staff and volunteers involved at a Centre of Excellence must be registered with the Centre. The register must be kept up to date and no person who is not registered shall have any involvement with the Centre of Excellence. This requirement shall apply to all persons involved at the Centre of Excellence, including coaching, physiotherapy, administration, welfare and ancillary staff and volunteers, talent scouts, drivers etc.
- 4.2 The register shall be liable to inspection and verification at any time by The Football Association as appropriate.
- 4.3 The recruitment process for all staff and volunteers must comply with The FA guidance as set out in the Safeguarding Children Policy and Procedures. This includes the taking up of at least two references, interviewing and completion of Enhanced CRB Disclosures via The FA CRB Unit.
- 4.4 All persons who are given a specified role to work with children and young people at a Centre of Excellence must submit and complete an Enhanced CRB Disclosure via The FA CRB Unit when the offer of the post is made.

All such persons shall be required to be trained in safeguarding children issues at least to include satisfactory completion of The Football Association's Safeguarding Children Workshop.

- 4.5 One person at each Centre of Excellence shall be designated as having responsibility for child protection issues as part of the promotion of the welfare of children attending the Centre of Excellence and issuing identification to all Centre staff members. All parents / carers and players must be made aware of who this person is and how to contact them.

5. Criteria to Operate a Centre of Excellence

Centre of Excellence Licences to be awarded by The Football Association in accordance with regulations laid down by The Football Association, to be renewed annually.

- 5.1 Centres of Excellence must operate at Under-10s, Under-12s, Under-14s and Under-16 age groups.
- 5.2 An organisation may only operate one Centre of Excellence.
- 5.3 Public liability insurance is required with a minimum of £5m indemnity. A copy of this cover must be submitted to The Football Association with the annual business plan. Player to player liability is recommended but is not mandatory. The Football Association

does not provide Personal Accident Insurance, therefore it is recommended that Centres address this independently through other agencies.

- 5.4 A written reporting system to be provided to players and parents, annually at the end of the season.
- 5.5 All Centres of Excellence are required to comply in full with The Football Association's Safeguarding Children Policy and Procedures. It is essential that all Centres of Excellence have a child protection policy statement and procedures for dealing with concerns about the welfare of a young person that are made available to all staff and volunteers.
- 5.6 Centres of Excellence may register the following maximum numbers:
 - Under 10 – 20 players per year band
 - Under 12 – 20 players per year band
 - Under 14 – 20 players per year band
 - Under 16 – 20 players per year band
- 5.7 Each Centre to run for a minimum of 24 weeks, ideally 30 weeks, between the months of September to May. (It is recommended that trial periods are held in June)
- 5.8 A player registered with a Centre of Excellence may not trial for any other Centre.
- 5.9 Centres of Excellence must give seven clear days' notice of approach in writing to the registered youth team with which the trialist plays as per Football Association Rule C2 (a).
- 5.10 A Centre may not approach, directly or indirectly, any player registered with another Centre of Excellence from 1st July until 31st May.
- 5.11 Centres are required to clearly outline to parents, players and staff, educational needs, priority, objectives and welfare.
- 5.12 Registered players must receive a minimum of two training sessions per week. One of these must be a minimum of 90 minutes and the other a minimum of 60 minutes. This is in addition to the agreed Saturday programme of fixtures and training.
- 5.13 Centres must adhere to a maximum 90 minutes' travelling time to the Centre for all age groups.
- 5.14 A player is not entitled to be coached by a Centre of Excellence or to participate in games, tours or tournaments, unless the player is registered with that Centre.

6. Facilities

- 6.1 The following minimum facilities are required for at least one of the weekly training sessions in the playing season:
 - Adequate showers, washing facilities and toilets
 - Separate treatment room
 - Rapid access to qualified medical expertise
 - Appropriate size of coaching area per age band
 - U10s & U12s – one third of an Astro turf/Grass pitch for each group – minimum 50 yards x 30 yards (45m x 27.5m)
 - It is good practice if the U10s train indoors but not mandatory
 - U14s & U16s – one half of an Astro turf/Grass pitch for each age group – minimum 65 yards x 45 yards (60m x 40m)
- 6.2 The following minimum facilities are required for the additional weekly training sessions in the playing season:

- Adequate showers, washing facilities and toilets
 - Separate treatment room
 - Rapid access to qualified medical expertise
 - Appropriate size of coaching area per age band dependant on the activity taking place, i.e. SAQs, fitness training, gym work etc.
- 6.3 The following minimum facilities are required for the fixture programme:
- Adequate showers, washing facilities and toilets
 - Separate treatment room
 - Rapid access to qualified medical expertise
 - U10s to play on a maximum pitch size of 60 yards x 40 yards (55m x 37.5m)
 - U12s to play 7v7 on a maximum pitch size of 60 yards x 40 yards (55m x 37.5m) and may play 9v9 after Christmas of that season on a maximum pitch size of 80 yards x 50 yards (75m x 45m)
 - U14s to play 9v9 on a maximum pitch size of 80 yards x 50 yards (75m x 45m) and may play 11v11 after Christmas of that season on a maximum pitch size 90 yards x 55 yards (82m x 51m)
 - U16s to play 11v11 on a maximum pitch size of 100 yards x 60 yards (91m x 56m)

7. Staff

7.1 General Requirements:

All coaches registered and authorised to coach in Centres of Excellence must by 1st August of each playing season hold the appropriate qualification to coach at that level, as outlined in the regulations:

- 7.1.1 One UEFA A Licence Centre Director or Level 3 coach. If the Director is a Level 3 coach, then they must have held this award for a minimum of 18 months and shall be working towards UEFA A Licence within a maximum three-year period. The Centre Director must be present at all times (if this is not possible, a deputy who meets these criteria must be identified as a replacement) and will oversee the programme.
- 7.1.2 Each age group shall have one Head Coach and one Assistant Coach. All Head Coaches should be Level 3 preferred but Level 2 essential, working towards Level 3 within a maximum three-year period. All Assistant Coaches must be a minimum Level 2. At least one coach with each age group should be female.
- It is clearly best practice to have female coaches with each age group. This will support FA Centres of Excellence with meeting the requirements of the FA Safeguarding Children Policy and Procedures – Travel, Trips and Tournaments. Also, The Football Association is committed to mentoring and developing female coaches, particularly in the Centre environment, where they can be nurtured and supported.
- 7.1.3 All female coaches Level 2 or above to be mentored through the Centre Director and registered as part of The FA National Coaches Mentoring Strategy. The support for female Level 1 coaches is encouraged but only as volunteers at the Centre and they must not coach at any training session until they have the Level 2 award.
- 7.1.4 One minimum Level 2 in Goalkeeping Award (shall be working towards Level 3 in Goalkeeping within a maximum three-year period). Coach to provide a minimum of two hours per month per age band.

- 7.1.5 Access to a Physiotherapist who is a Chartered Physiotherapist and is a registered member of the Health Professions Council or who holds The FA's Diploma in the Treatment and Management of Injuries.
- As an absolute minimum there should be a person in attendance at every match and training session, who is available to deliver emergency and first aid. They should hold the FA Emergency Aid Training Certificate and FA/1st4Sport First Aid for Sport Certificate or equivalent.
- 7.1.6 The Football Association to provide Centres with a programme of in-service training for coaching staff which will include a Continuing Professional Development Plan.
- 7.1.7 A Centre Administrator/Co-ordinator must be nominated.

8. Centres Football

8.1 Players are licensed in three categories as outlined below:

- A International Football and The FA Centres of Excellence Programme
- B All Schools Football
- C Local Youth Leagues including County Representative Matches

Players registered with FA Centres of Excellence will be eligible to play in Category A football. They may be released to play in County FA and County Schools Under-16 representative competitions.

Players registered with FA Centres of Excellence shall not play in local youth leagues, as it is expected that all girls will be participating in a full fixture programme.

Players NOT registered with a Centre of Excellence will play in Categories B and C only.

It will be the responsibility of the Director of the Centre of Excellence to monitor the number of games in which the player takes part.

The recommended number of games per season is 40. This number falls in line with the Long Term Player Development (LTPD) Strategy that The FA has embraced. This figure has been worked out based on these principles:

The average:

1. number of league, cup and international fixtures
2. length of the season
3. of one game per week

The conclusion and the recommendations based on LTPD guidelines is to prevent overuse, especially in young players, burn-out and encourage longevity and greater practice to match ratios.

8.2 Avoidance of Conflict

It is hoped that conflict will be avoided between Schools, Counties and FA Centres of Excellence football.

A national programme of fixtures will be provided by The Football Association and each Centre is asked to provide this information to their County Schools and County FA representatives. This programme will include a number of 'Open Weekends', where priority will be given on those dates to County FA and County Schools Under-16 representative matches.

County Football Associations and The English Schools Football Association will advise, in writing, the dates of their matches to a Centre of Excellence with which the player is registered, no less than 14 days prior to the match. Except in the case of postponed matches, where the rearranged date shall be agreed by mutual consent and preferably during mid-week. This mid-week rearranged date will take priority over a Centre training evening.

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- 8.3 FA Centres of Excellence may only play matches against other Centres of Excellence. In exceptional circumstances a Centre may apply to the Football Association Women's Football Committee for permission (by written request) to play against another organisation outside of the Excellence programme.
- 8.4 Once a player has been identified by a Centre of Excellence member of staff as having potential to be in a Centre, the member of staff must inform the Centre Director.
- 8.4.1 The Centre of Excellence Director must give seven clear days' notice of approach.
- 8.4.2 Players, including registered players and trialists, must only play one match in one day. Centres may include no more than two players from one junior team and no more than four in total on a trial basis in any one match. The normal trial period shall be regarded as four matches after which players should either become signed to the Centre or released.
- 8.5 Directors of Centres of Excellence should offer the following:
- U10s to play between 4v4 to 7v7 on a maximum pitch size of 60 yards x 40 yards (55m x 37.5m)
 - U12s to play 7v7 on a maximum pitch size of 60 yards x 40 yards (55m x 37.5m) and may play 9v9 after Christmas of that season
 - U14s to play 9v9 on a maximum pitch size of 80 yards x 50 yards (75m x 45m) and may play 11v11 after Christmas of that season. This access to 11v 11 is there to ensure that U14 players will get some experience of the full game to prepare for the possibility of U15 international fixtures. This does not in any way invalidate the Long Term Player Development aims
 - U16s to play 11v11
- 8.6 Matches for Under-10, Under-12 and Under-14:
- to be organised as coached games and must be played in at least three periods
 - the host club to be responsible for appointing qualified match officials
 - a qualified First Aider to be in attendance
 - to have repeat substitutions
 - to have footballs and pitches of appropriate size
 - to have no results published
 - to be played on a "friendly" basis, i.e. no competitions.
- 8.6.1 Matches for Under-16:
- to be organised as coached games and can be played as per FA Regulations for the 11- a-side game
 - the host club to be responsible for appointing qualified match officials
 - a qualified First Aider to be in attendance
 - to have repeat substitutions – to be agreed prior to the commencement of fixture between both Centre Directors
 - to have footballs and pitches of appropriate size
- 8.7 Information to be kept by each Centre:
- details of each match played
 - date
 - venue
 - names of all participating players
- 8.8 Players who are cautioned or dismissed from the field of play will be reported directly to appropriate County Football Association and the English Schools Football Association.

9. Grievance Procedures

In the event of a player, parent /carer or member of staff having a grievance against a Centre of Excellence or employee of that Centre which is FA licensed.

The grievance should be made in writing to the Centre Director in the first instance. An outline of the grievance should be forwarded to the Centre Director in an envelope marked confidential stating the nature of the grievance and the player's full name.

In the event of the grievance being against the Centre Director the outline of grievance should be forwarded to the employing body.

The grievance shall be investigated by the Centre Director or employing body and following the investigation the findings shall be reported the person lodging the grievance in writing within seven days of the investigation.

If the player is not satisfied with the outcome of the grievance procedure, then an appeal may be made to The Football Association.



THE FOOTBALL ASSOCIATION DOPING CONTROL PROGRAMME

DOPING CONTROL REGULATIONS
& PROCEDURAL GUIDELINES

Valid from 12th July 2008

THE FOOTBALL ASSOCIATION

DOPING CONTROL PROGRAMME REGULATIONS (the "DOPING REGULATIONS")

Preamble

This Preamble is provided for guidance. If there is any inconsistency between the Preamble and the operative parts of the Doping Regulations (including the Schedules) the operative parts shall prevail.

The headings contained in the Doping Regulations are provided for the purposes of convenience only and do not form part of and shall not affect the construction of the Doping Regulations. Definitions are contained in Schedule 2 to the Doping Regulations and Rule A2 of the Rules of The Football Association.

1. Effective version

Participants should be aware that the current version of the Doping Regulations may not be the version published in The FA Handbook. The current version will be published on The FA's website, located at www.TheFA.com.

These Regulations may be supplemented by further instructions or guidelines issued by The FA from time to time ("Supplemental Guidance"). Such Supplemental Guidance is binding on Participants and will be accessible via www.TheFA.com.

Participants should also note that the Prohibited List which sets out the banned substances may be updated from time to time independently of the Doping Regulations. Any changes made to the Prohibited List by WADA will be immediately recognised and enforced by The FA. The current version of the Prohibited List is available on WADA's website located at www.wada-ama.org.

2. Aims of Doping Control

Doping has become a constant concern of international sports organisations and national governments.

The fundamental aims of doping control are threefold:

- to uphold and preserve the ethics of sport;
- to safeguard the physical health and mental integrity of players; and
- to ensure that all players have an equal chance.

The above fundamental aims are laid down by FIFA, WADA and The FA.

3. Participant's responsibilities

It is every Participant's responsibility to ensure that they are aware of the Doping Regulations and that they comply with the Doping Regulations. The Doping Offences set out in the Doping Regulations may be committed by Participants and where relevant the Doping Regulations stipulate if a particular Doping Offence can only be committed by a certain category of Participants such as Players or Clubs. A Participant may be deemed to have committed a Doping Offence if it is carried out by a third party with that Participant's knowledge. For example, an external consultant (who is not a Participant for the purposes of the Doping Regulations) may have administered a Prohibited Substance to a Player but if this was done with the Club's knowledge the Club would be guilty of a Doping Offence in breach of Regulation 6.

4. Drug testing

Testing may take place In Competition (i.e. on the day of a match up until the time that the testing procedures have been completed) or Out of Competition (i.e. at any other time) without any advance notice.

Participants should note that The FA conducts Out of Competition tests for: (i) Prohibited Substances and Prohibited Methods that are prohibited at all time (i.e. both In Competition and Out of Competition); and (ii) for Social Drugs. The FA is therefore also entitled to

charge a Player with a Doping Offence if a Social Drug is present or detected in an Out of Competition test (see further paragraph 6 below).

5. Minimum penalties

Positive findings will be dealt with as strict liability offences. This means, for example, that a Player will be guilty of a Doping Offence if a Prohibited Substance, Metabolite or Marker is present in that Player's body. It is not relevant whether or not the Player intended to take the Prohibited Substance.

Participants should note that there are a number of minimum penalties set out in the Doping Regulations which are based on the minimum penalties stipulated by WADA. These include a minimum suspension of two years for a first offence if a Prohibited Substance is present or detected in a Player's body. It is only in exceptional circumstances that these minimum penalties may be reduced.

6. Social Drugs

Participants should note that The FA tests for substances which might be known as social drugs both In Competition and Out of Competition. Social Drugs are defined as amphetamine, cannabinoids (for example, hashish and marijuana), cocaine, diamorphine (heroin), lysergic acid diethylamide (LSD), methadone, methylamphetamine, methylenedioxyethylamphetamine (MDMA or ecstasy), and methylenedioxyethylamphetamine (MDEA).

The penalties set out in Regulation 35 apply if the Social Drugs are either present/detected, used/attempted to be used or possessed Out of Competition.

7. Enquiries

Any enquiries should be made to:

The Administrator of The Football Association Doping Control Programme

The FA Medical & Exercise Science Department

Lilleshall National Sports Centre

Nr. Newport

Shropshire TF10 9AT

Tel: 020 7745 4954

DOPING REGULATIONS

Part One - Doping Offences

1. The Doping Offences are set out and described in further detail in Doping Regulations 2 to 11 (inclusive). Committing a Doping Offence will be regarded as amounting to a breach of the Doping Regulations which must be complied with pursuant to Rule E 25 of the Rules of The Football Association. Conduct not covered by any of the specific Doping Offences may be regarded as misconduct pursuant to Doping Regulation 12.

The presence/detection of Prohibited Substances

2. The presence or detection of a Prohibited Substance or its Metabolites or Markers in a sample provided by a Player is prohibited unless the Player establishes that a Therapeutic Use Exemption has been granted for the Prohibited Substance which is present or detected.
 - (a) It is a Player's duty to ensure that no Prohibited Substance(s) enters his body, tissues or fluids, or is present or detected there. A Player's lack of intent, fault, negligence or knowledge is not a valid defence to a charge that a Doping Offence has been committed pursuant to Regulation 2.
 - (b) Subject to Regulation 2(c) the detected presence of any quantity of a Prohibited Substances or its Metabolites or Markers in a sample will constitute a Doping Offence.
 - (c) The Prohibited List may make special provision for substances which have a quantitative reporting threshold and/or which can be produced endogenously.
 - (d) The Prohibited Substances are set out in the Prohibited List. The version of the Prohibited List in force as at the date of publication of the Doping Regulations is set out in Schedule 3. Participants should note that the Prohibited List may be updated from time to time by WADA. Participants must be aware that any change to the Prohibited List will be recognised and enforced by The FA from the date of such change. Any substance added to the Prohibited List shall immediately be deemed a Prohibited Substance for the purpose of the Doping Regulations. The current version of the Prohibited List can be accessed via the WADA website located at www.wada-ama.org.
 - (e) The FA will carry out testing: (i) without giving advance notice to Participants; and (ii) both In Competition and Out of Competition.
 - (f) The FA may test for Social Drugs Out of Competition regardless of whether or not a particular Social Drug is classified as being prohibited In Competition only on the Prohibited List.
 - (g) The penalties set out in Regulation 34 apply to this offence, unless the offence involves a Social Drug which is present or detected in an Out of Competition test in which case the penalties set out in Regulation 35 apply.

The use/attempted use of Prohibited Substances or Prohibited Methods

3. The use or attempted use of a Prohibited Substance or Prohibited Method by a Player is prohibited unless the Player establishes that a Therapeutic Use Exemption has been granted in relation to the use or attempted use of the Prohibited Substance or Prohibited Method for which the Player has been charged.
 - (a) The Prohibited Methods are set out in the Prohibited List which may be updated from time to time and recognised and enforced in the same manner described for Prohibited Substances set out in Regulation 2(d) above.
 - (b) The success or failure of the use or attempted use of the Prohibited Substance or Prohibited Method is irrelevant.
 - (c) The penalties set out in Regulation 34 apply to this offence, unless the offence involves a Social Drug which is used or attempted to be used Out of Competition in which case the penalties set out in Regulation 35 apply.

Failure to test

4. The failure or refusal by a Player without compelling justification to: (i) provide a sample; (ii) submit to drug testing; or (iii) otherwise evade sample collection is prohibited.
- (a) The offence of failing or refusing to provide a sample or to submit to drug testing shall be deemed to be committed where a Player:
- is requested to provide a sample and/or submit to drug testing by a Competent Official; and
 - fails or refuses to do so; and
 - lacks compelling justification for so doing.
- It shall not be necessary to establish that the Player knowingly or intentionally failed or refused to provide a sample or submit to drug testing – any failure or refusal will suffice.
- (b) The expression "compelling justification" shall embrace, and shall only embrace, circumstances where it would be wholly unreasonable to expect a player to provide a sample in the circumstances pertaining at the time, bearing in mind the limited commitment that this entails.
- (c) The penalties set out in Regulation 34 apply to this offence.

Missed tests

5. It is prohibited for a Player to have missed three tests in any 18 month period without good reason.
- (a) A Player will be deemed by The FA to have missed a test if the Player is not present and available for drug testing at a time selected by The FA from the whereabouts information made available by the Player's Club. The FA shall then assess whether a good reason exists for the Player not being present. If no good reason exists, The FA will notify the Player that he has missed a test.
- (b) By way of example, it will not be considered "good reason" for a Player to state that he was unaware of the whereabouts information provided by his Club.
- (c) A Player must take responsibility for documenting any reasons why he cannot be present for squad gatherings where drug testing may take place.
- (d) The FA may request this information at any time either directly from the Player or through the Player's Club.
- (e) A Player who is unable to establish good reason for not being present and available for drug testing may be designated for testing by The FA.
- (f) The penalties set out in Regulation 36 apply to this offence.

Administration/attempted administration of a Prohibited Substance/Prohibited Method

6. The administration or attempted administration of a Prohibited Substance or a Prohibited Method to a Player (with or without his knowledge) or assisting, encouraging, aiding, abetting, covering up or any other type of complicity involving a Doping Offence or any attempted Doping Offence by a Participant (or by a third party with a Participant's knowledge) is prohibited.
- (a) If this offence is committed by a Player the penalties set out in Regulation 37 apply.
- (b) If this offence is committed by a Participant (other than a Player) the penalties set out in Regulation 40 apply.

Interference with the Doping Control Programme

7. Interference with the conduct of a drug test or the Doping Control Programme by a Participant (or by a third party with a Participant's knowledge) is prohibited.
- (a) The actions set out in Regulations 7(b) - 7(e) (inclusive) shall without limitation be regarded as a breach of this Regulation 7.

- (b) The independent private testing/screening of Players for Prohibited Substances by a Participant (or by a third party with a Participant's knowledge) for whatever reason is prohibited.
- (c) A Participant interfering in the drug testing process where such conduct falls short of the tampering offence set out in Regulation 8, including for example but without limitation, handling samples when not permitted or authorised to do so by a Competent Official.
- (d) A Club failing to comply with the reasonable instructions of The FA or a Competent Official with regard to the adequacy of the Doping Control Station which must contain the minimum facilities set out in paragraph 5 of the Procedural Guidelines.
- (e) A Participant engaging in conduct intended to procure that a Player is not presented for drug testing or is delayed from being presented for drug testing is prohibited. This may include by way of example and without limitation:
 - (i) a Club either: (i) failing to allow a Competent Official access to a Player; or (ii) delaying a Competent Official from gaining access to a Player to notify such Player of a test;
 - (ii) a Club intentionally or negligently acting, or omitting to act, in such a way as to result in: (i) the Player failing to be notified of the requirement to submit to testing; or (ii) a delay in the Player being notified of the requirement to submit to testing;
 - (iii) a delay in the Player submitting himself for testing following such notification (note that a failure to submit to drug testing is a separate Doping Offence covered by Regulation 4);
 - (iv) a Club failing to present a selected Player for testing due to the Player sustaining a serious injury, where the Club fails to provide satisfactory evidence of the Player's admission to hospital and/or attendance at a medical consultation in relation to that injury, to The FA within 14 days of the intended drug test. A serious injury is one which renders a Player incapable of taking a test and/or requires immediate attendance at hospital for medical treatment.
 - (v) where The FA has attended a Club for Out of Competition testing and the Club fails to present a selected Player for testing due to a scheduled medical appointment, where the Club fails to provide satisfactory evidence of the prior arrangement of the appointment and the Player's attendance at that appointment to The FA within 14 days of the intended drug test.
- (f) If this offence is committed by a Player the penalties set out in Regulation 38 apply.
- (g) If this offence is committed by a Participant (other than a Player) the penalties set out in Regulation 41 apply.

Tampering

8. Tampering or attempting to tamper with any part of the doping control process or programme by a Participant is prohibited.
 - (a) This offence shall include for example but without limitation, altering or attempting to alter a sample or any documentation relating to that sample for an improper purpose or in an improper way, bringing improper influence to bear on any part of the doping control process or interfering improperly to alter results or prevent normal procedures occurring.
 - (b) If this offence is committed by a Player the penalties set out in Regulation 34 apply.
 - (c) If this offence is committed by a Participant (other than a Player) the penalties set out in Regulation 39 apply.

Possession

9. Possession of a Prohibited Substance or a Prohibited Method by a Player or Player Support Personnel is prohibited unless the Player or Player Support Personnel establishes that a

Therapeutic Use Exemption has been granted in relation to the Prohibited Substance or Prohibited Method for which the Player or Player Support Personnel has been charged with possession.

- (a) The expression "possession" includes for example but without limitation the actual physical possession of a Prohibited Substance or Prohibited Method on or about the Player or Player Support Personnel's person, premises or otherwise under the Player or Player Support Personnel's control.
- (b) Possession may be committed at any time or place by a Player.
- (c) Possession may only be committed by Player Support Personnel in connection with a Player, a football match or a training session.
- (d) If this offence is committed by a Player the penalties set out in Regulation 34 apply, unless the offence involves a Social Drug which is possessed Out of Competition in which case the penalties set out in Regulation 35 apply.
- (e) If this offence is committed by Player Support Personnel the penalties set out in Regulation 39 apply.

Trafficking

10. Trafficking in a Prohibited Substance or a Prohibited Method by a Participant (or by a third party with the Participant's knowledge) is prohibited.
 - (a) The expression 'trafficking' includes for example but without limitation the possession of Prohibited Substances in quantities inconsistent with personal consumption, the possession of Prohibited Substances or Prohibited Methods with the intent to supply, or being concerned in the supply and distribution of Prohibited Substances or Prohibited Methods which excludes the possession, supply or distribution of a Prohibited Substance for legal therapeutic use purposes.
 - (b) If this offence is committed by a Player the penalties set out in Regulation 37 apply.
 - (c) If this offence is committed by a Participant (other than a Player) the penalties set out in Regulation 40 apply.

Whereabouts information

11. Failure of a Club to give The FA accurate whereabouts information when requested to do so is prohibited.
 - (a) This offence shall cover a situation where a Club fails to provide regular details of the times, dates and venues of club training sessions and/or the information contained in such reports is either initially inaccurate or has not been updated by the Club.
 - (b) The FA (whether through the Medical and Exercise Science Department or otherwise) may issue directions from time to time about: (i) the type of information to be submitted; and (ii) the manner and timeframe in which such whereabouts information must be submitted by Clubs. The failure to adhere to such directions will be considered in determining whether a Doping Offence has been committed pursuant to this Regulation 11.
 - (c) The penalties set out in Regulation 41 apply to this offence.

Misconduct

12. The Doping Offences are set out and described in further detail in Doping Regulations 2 to 11 (inclusive above). Committing a Doping Offence will be regarded as amounting to a breach of the Doping Regulations which must be complied with pursuant to Rule E 25 of the Rules of The Football Association. Conduct not covered by any of the specific Doping Offences may be regarded as. Misconduct (as defined in the Rules of The Football Association).
 - (a) If this offence is committed by a Player the penalties set out in Regulation 38 apply.
 - (b) If this offence is committed by a Participant (other than a Player) the penalties set out in Regulation 41 apply.

Part Two – Testing procedures

13. Administrative and procedural guidelines for the conduct of drug testing including the obtaining of a "sample" are set out in the Procedural Guidelines for the Conduct of Drug Testing (the "Guidelines") contained in Schedule 1. It is for the Participant to establish on the balance of probabilities that departure(s) from the Guidelines have occurred. In accordance with Regulation 19, it is for The FA to establish to the comfortable satisfaction of the relevant hearing body that such departure(s) do not invalidate the finding of a Doping Offence.
14. Procedural guidelines for sample analysis are set out in the WADA International Standard for Testing (the "International Standard"). It is for the Participant to establish on the balance of probabilities that departure(s) from the International Standard have occurred. In accordance with Regulation 19, it is for The FA to establish to the comfortable satisfaction of the relevant hearing body that such departure(s) do not invalidate the finding of a Doping Offence.

Part Three – Commencing disciplinary proceedings and standard of proof**Disciplinary proceedings**

15. If:
 - (i) a laboratory detects the presence of a Prohibited Substance in a sample ("a positive sample"); or
 - (ii) a laboratory or The FA discovers evidence of the use or attempted use of a Prohibited Substance or a Prohibited Method; or
 - (iii) evidence comes to The FA's attention suggesting that any Doping Offence may have been committed;

The FA shall consider the evidence available and shall decide whether a charge shall be brought by The FA against a Participant.

16. Once evidence of the possible commission of a Doping Offence by a Participant has been received by The FA upon which it may charge, The FA shall (where relevant) inform the Participant, and in the case of a Player a senior representative of his Club and if the Player is a member of The Professional Footballers' Association ("The PFA") a representative of the PFA as soon as is reasonably practicable and may require a written explanation from the Participant within a designated time. The FA may also require that the Participant attends a personal interview. The Participant will be invited to give an explanation for the evidence of the commission of a Doping Offence. The Participant is entitled to be accompanied by one representative of his Club, a legal adviser and if relevant a representative of The PFA. Such an interview may be recorded and may be used by The FA in any disciplinary proceedings brought against such Participant.
17. If no satisfactory explanation is provided The FA will generally decide to commence disciplinary proceedings against the Participant.
18. The FA must commence disciplinary proceedings within 8 years of the date on which the Doping Offence occurred.

Burden and standard of proof

19. Contrary to the provisions of Regulation 7.3 of Regulations for Football Association Disciplinary Action, in doping cases The FA shall bear the burden of proving, to the comfortable satisfaction of any Regulatory Commission or Appeal Board, or any other relevant commission or board, that a Doping Offence has taken place. This is a standard greater than a mere balance of probability but less than proof beyond reasonable doubt. For the avoidance of doubt this Regulation does not apply to a charge for misconduct pursuant to Regulation 12.
20. Where these Doping Regulations place the burden of proof on a Participant the standard of proof shall be on the balance of probabilities.

Part Four – Therapeutic Use Exemptions

21. A Player may request The FA to grant an exemption allowing him to take a substance for medical purposes which is normally prohibited under the Doping Regulations. The FA may delegate the question of whether a Therapeutic Use Exemption ("TUE") should be granted to UK Sport or any such other body The FA considers appropriate. The forms, procedure and criteria for the grant of a TUE are attached as Schedule 5 to the Doping Regulations.

Part Five – Penalties (general)

Imposition of minimum penalties

22. In conducting disciplinary proceedings involving Doping Offences the Regulatory Commission shall have the power to impose a penalty in accordance with the Regulations for Football Association Disciplinary Action. The Regulatory Commission must impose the minimum penalties set out in Doping Regulations 34–41 (inclusive) below unless the offender establishes that there are grounds to eliminate or reduce such penalties in accordance with Regulations 42-50 (inclusive). A penalty higher than the minimum period of suspension may be appropriate depending upon the Regulatory Commission's view of the seriousness of the Doping Offence.

Multiple Offences

23. Where higher penalties are imposed for a second or subsequent doping offence the second or subsequent Doping Offence must take place within 8 years of the previous Doping Offence.
24. If a Participant commits a Doping Offence for a second (or subsequent) time and the Regulatory Commission have the discretion to impose a range of penalties the Regulatory Commission must impose a more serious penalty than for the first offence.
25. When imposing penalties for second or subsequent Doping Offences ("Repeat Offences"), such Repeat Offences may only be considered if The FA establishes that the Participant committed the Repeat Offence after the Participant received notice or The FA made a reasonable attempt to give notice of the previous Doping Offence. If The FA is unable to establish that it has given or attempted to give notice the Doping Offences shall be considered as one single violation and the penalty imposed shall be the more severe penalty.
26. If pursuant to a single test The FA establishes that a Player has committed a Doping Offence which involves both a Specified Substance and a Prohibited Substance or a Prohibited Method the Player shall be considered to have committed a single Doping Offence but the penalty imposed shall be based on the Prohibited Substance or Prohibited Method that carries the most severe penalty.
27. If a Player commits two separate Doping Offences, one which involves a Specified Substance and the other which involves a Prohibited Substance or a Prohibited Method the minimum penalty imposed for the second Doping Offence shall be a minimum of two years suspension and a maximum of three years suspension. If a Player commits a third Doping Offence involving any combination of Specified Substances and Prohibited Substances or Prohibited Methods the minimum penalty shall be a permanent suspension.

Doping offences committed in other sporting jurisdictions

28. When considering the imposition of a penalty in accordance with the Doping Regulations, the Regulatory Commission has the discretion to take into account doping offences committed pursuant to the regulations of FIFA, UEFA, or any other sports governing body wherever located in the world whether or not such other bodies govern football.

Counselling, treatment and rehabilitation

29. The Regulatory Commission may consider whether, in addition to imposing a penalty, a period of assessment, counselling, treatment or rehabilitation is appropriate. In deciding upon a course of assessment, counselling treatment or rehabilitation, the Regulatory

Commission may make such a course subject to such conditions as it considers appropriate in the circumstances. If the Regulatory Commission imposes a period of assessment, counselling, treatment or rehabilitation and the Player refuses to undergo, or fails to complete, such a period, The FA may commence disciplinary proceedings against that Player under Rule 25 of the Rules of The Football Association, or impose a pre-existing penalty such as a deferred suspension as if no period of assessment, counselling, treatment or rehabilitation had taken place.

Commencement of suspensions

30. Subject to Regulation 31 a period of suspension shall commence from the date that such a penalty is determined by a hearing in accordance with The FA's disciplinary procedures or if the Participant waives the right to a hearing on the date that the period of suspension is imposed. If required by fairness because of delays that have occurred which are outside of the Participant's control (for example delays in the laboratory analysis of a sample) the hearing body may start the period of suspension at any time from the date of the sample collection to take account of such delays.
31. The FA may provisionally suspend a Player from the date of a positive analysis of a Reserve B Sample or a Player may wish to accept a provisional suspension. The period of any provisional suspension will count towards the total period of suspension imposed by the hearing body.

Status during a suspension

32. A Participant who is the subject of a suspension pursuant to these Regulations cannot during the period of suspension participate in any football match or any other football related activity other than anti doping education or rehabilitation programmes.

Reinstatement testing

33. A Player who is the subject of a suspension pursuant to these Regulations must make himself available for testing during any period of suspension and must at the request of The FA (or other sports governing body if the Player moves outside of The FA's jurisdiction) provide details of his whereabouts to The FA (or other sports governing body) to allow such testing to take place. Any Player who is the subject of a suspension pursuant to these Regulations and retires from football must make himself available for testing if he seeks to participate in any other sports competition.

Part Six - Penalties for a Doping Offence committed by a Player

Presence, use, failure to test, tampering, possession

34. Subject to the provisions of Regulations 35 and 42-50 (inclusive), for an offence committed by a Player under Regulation 2 (the presence/detection of a Prohibited Substance), Regulation 3 (the use/attempted use of a Prohibited Substance/Prohibited Method), Regulation 4 (failure to test), Regulation 8 (tampering) or Regulation 9 (possession) the following minimum penalties must be imposed:
 - (a) for a first offence – a minimum of 2 years suspension; and
 - (b) for repeated offences – a minimum of permanent suspension.

Presence, use or possession of a Social Drug Out of Competition

35. Subject to the provisions of Regulations 42-50 (inclusive), for an offence committed by Player which occurs Out of Competition and involves a Social Drug under Regulation 2 (the presence/detection of a Prohibited Substance), Regulation 3 (the use/attempted use of a Prohibited Substance/Prohibited Method), or Regulation 9 (possession) a penalty within the following range must be imposed:
 - (a) for a first offence – a minimum of a warning and a maximum of 6 months suspension;
 - (b) for a second offence – a minimum of 6 months and a maximum of 2 years suspension;

- (c) for a third offence – a minimum of 2 years and a maximum of a permanent suspension; and
- (d) for a fourth offence – a minimum of a permanent suspension.

Missed tests

36. For an offence committed by a Player under Regulation 5 (missed tests) the following minimum penalties must be imposed:
- (a) for a first offence – a minimum of three months suspension and a maximum of two years suspension; and
 - (b) for repeated offences – a period in excess of the previous suspension.

Administration or trafficking

37. Subject to Regulation 47 (in the case of administration only) for an offence committed by a Player under Regulation 6 (administration) or Regulation 10 (trafficking) the following minimum penalties must be imposed:
- (a) for a first offence – a minimum of four years suspension;
 - (b) for repeated offences – a minimum of permanent suspension.

If the first offence involves a Player administering or trafficking to a person under the age of 18 the offence shall result in a minimum of permanent suspension unless the offence involves a Specified Substance.

Interference or misconduct

38. For an offence committed by a Player under Regulation 7 (interference with the doping control programme) and Regulation 12 (misconduct) the Regulatory Commission shall have at its disposal all of the penalties set out in Regulation 8.1 of the Regulations for Football Association Disciplinary Action.

Part Seven - Penalties for a Doping Offence committed by a Participant (other than a Player)

Tampering or possession

39. Subject to Regulations 42-50 (inclusive) (in the case of possession only) for an offence committed by a Participant (other than a Player) under Regulation 8 (tampering) or for an offence committed by Player Support Personnel under Regulation 9 (possession) the following minimum penalties must be imposed:
- (a) for a first offence – a minimum of 2 years suspension; and
 - (b) for repeated offences – a minimum of permanent suspension.

Administration or trafficking

40. Subject to Regulation 47 (in the case of administration only) for an offence committed by a Participant (other than a Player) under Regulation 6 (administration) or Regulation 10 (trafficking) the following minimum penalties must be imposed:
- (a) for a first offence – a minimum of four years suspension;
 - (b) for repeated offences – a minimum of permanent suspension.

If the first offence involves Player Support Personnel administering or trafficking to a person under the age of 18 the offence shall result in a minimum of permanent suspension unless the offence involves a Specified Substance.

Interference, misconduct or whereabouts

41. For an offence committed by a Participant (other than a Player) under Regulation 7 (interference with the doping control programme) and Regulation 12 (misconduct) or for an offence committed by a Club under Regulation 11 (whereabouts information) the Regulatory Commission shall have at its disposal all of the penalties set out in Regulation 8.1 of the Regulations for Football Association Disciplinary Action.

Part Eight - Reduction of Minimum Penalties

42. If the Participant establishes any of the applicable conditions set out in Regulations 43-49 the Regulatory Commission may disregard the penalties set out in Regulations 34-41 (inclusive) by replacing the penalties set out in Regulations 34-41 with the penalties stipulated in Regulations 43-49 (inclusive).

No Fault

43. If the offence was committed by a Player under Regulation 2 (the presence/detection of a Prohibited Substance) and the Player: (i) establishes that he bears No Fault and; (ii) proves how the Prohibited Substance entered his body then the minimum period of suspension may be eliminated.
44. If the offence was committed by a Player under Regulation 3 (the use/attempted use of a Prohibited Substance/Prohibited Method) or by a Player/Player Support Personnel under Regulation 9 (possession) and the Player/Player Support Personnel establishes that he bears No Fault then the minimum period of suspension may be eliminated.
45. For the avoidance of doubt if the provisions set out in Regulations 43 or 44 are applied and the minimum period of suspension is eliminated the offence will not be considered for the purposes of determining the period of suspension if multiple Doping Offence have been committed.

No Significant Fault

46. If the offence was committed by a Player under Regulation 2 (the presence/detection of a Prohibited Substance) and the Player: (i) establishes that he bears No Significant Fault and; (ii) proves how the Prohibited Substance entered his body then the minimum penalty may be reduced to not less than one half of the minimum penalty otherwise applicable. If the minimum penalty would otherwise be a permanent suspension the reduced period under this provision would be no less than eight years.
47. If the offence was committed by a Player under Regulation 3 (the use/attempted use of a Prohibited Substance), by a Player under Regulation 4 (failure to test), by an individual Participant under Regulation 6 (administration/attempted administration), or by a Player/Player Support Personnel under Regulation 9 (possession) and the Player/Player Support Personnel/Participant establishes that he bears No Significant Fault for the relevant Doping Offence then the minimum penalty may be reduced to not less than one half of the minimum penalty otherwise applicable. If the minimum penalty would otherwise be a permanent suspension the reduced period under this provision would be no less than eight years.

Specified Substances

48. If the offence was committed by a Player under Regulation 2 (the presence/detection of a Prohibited Substance), by a Player under Regulation 3 (the use/attempted use of a Prohibited Substance), or by a Player/Player Support Personnel under Regulation 9 (possession) and the Player/Player Support Personnel: (i) establishes that the relevant Doping Offence involves a Specified Substance; and (ii) establishes that there was no intention to enhance sporting performance, the minimum penalties can be reduced as follows:
- (a) for a first offence – a minimum of a warning and reprimand without any period of suspension and a maximum of 1 year's suspension;
 - (b) for a second offence – a minimum of 2 years suspension; and
 - (c) for a third offence - a minimum of a permanent suspension.

For the avoidance of doubt a Participant may seek an additional reduction in the penalties set out in this Regulation 48 (for a second or subsequent Doping Offence) if the Participant is able to establish that they bear No Fault or No Significant Fault pursuant to Regulations 43-47 (inclusive).

49. Assistance in discovering Doping Offences

If a Player has been charged with a Doping Offence and provides substantial assistance to The FA which results in The FA discovering or establishing a Doping Offence which involves: (i) possession by Player Support Personnel (contrary to Regulation 9); (ii) trafficking by a Participant (contrary to Regulation 10); (iii) administration by a Participant to a Player (Contrary to Regulation 6), the minimum penalty to be imposed in relation to the Doping Offence with which the Player has been charged may be reduced to not less than one half of the minimum penalty otherwise applicable. If the minimum penalty would otherwise be a permanent suspension the reduced period under this provision would be no less than eight years.

Part Nine - Appeals

50. Appeals from a hearing of a Regulatory Commission will be dealt with in accordance with the Regulations for Football Association Appeals.

SCHEDULE ONE**PROCEDURAL GUIDELINES FOR THE CONDUCT OF DRUG TESTING****Part One – General Provisions****1. General**

- 1.1 These Guidelines set out the procedures that should be adopted by those administering The FA Doping Control Programme. These Guidelines may be amended from time to time as considered appropriate by The FA.
- 1.2 These Guidelines should be followed as closely as is reasonably practicable. However, in accordance with the Doping Regulation 13, any departure(s) from the Guidelines will not invalidate the finding that a Doping Offence has been committed unless The FA is unable to establish that such departure(s) do not invalidate the finding of a Doping Offence.
- 1.3 Drug testing may be conducted on both male and female Players and reference in these guidelines to "a Player" includes either gender, as appropriate.
- 1.4 Drug testing refers to the collection of both blood and urine samples. The decision to collect blood and/or urine samples at a test event is at the absolute discretion of The Football Association, save for the fact that blood testing will be conducted only on players who are registered with, or loaned to clubs in The FA Premier League, or who are members of an England squad, on the day of a test event.
- 1.5 Drug testing may be conducted on Players under the age of 18 years. Where a Player under 18 years is to be tested, any consent or signature that is required by these Regulations is to be given by a representative of the Player's Club. It is the responsibility of each Club to ensure that it has obtained, from a person with parental responsibility for any minor, prior written consent to the conduct of drug testing upon such a minor.

2. Confidentiality

- 2.1 A Player has the right to access information relevant to his test held in relation to the Doping Control Programme. The FA may however refuse such access if, for example but without limitation, the release of such information:
 - (a) would jeopardise any charges brought or to be brought by The FA or jeopardise an ongoing investigation whether or not this involved the Player who was being charged;
 - (b) would jeopardise the rights of third parties (including the source(s) of information received by The FA); or
 - (c) appears to be sought by the Player for an improper or collateral purpose.
- 2.2 Periodically The FA may publish to UK Sport or the public in general, in summary and anonymised form, reports of tests undertaken on Players.
- 2.3 In the event of a positive finding or the issuance of a charge The FA may notify UK Sport, Sport England of the details of such positive finding or charge.
- 2.4 The FA may notify FIFA or UEFA of the results of any sample analysis.
- 2.5 In the event of disciplinary proceedings The FA may publish, in the press or otherwise, certain matters of fact relating to such proceedings (see "Regulations on General Provisions relating to Inquiries, Commissions of Inquiry, Regulatory Commissions of The Association. Other Disciplinary Commissions and Appeal Boards" contained in The FA Handbook) and following the disciplinary proceedings The FA and UK Sport may publicly disclose the outcome.
- 2.6 The Regulatory Commission shall decide whether or not it wishes to publish the text of any decision it reaches in a doping case.

3. Sample Collection Form(s)

It should be noted that the Sample Collection Form and Sample Collection Form (Blood) used in the doping control programme is generic and not specific to football. In the event of any conflict between the terms of any form(s) and the Doping Regulations or these Guidelines, the Doping Regulations and Guidelines shall prevail.

Part Two – Procedures common to In Competition and Out of Competition Testing

4. Identification

- 4.1 The sample collection will be carried out by Doping Control Officers (DCOs), and where blood testing is conducted, by Blood Collection Officers (BCOs). DCOs and BCOs: (i) may be accompanied by Chaperone(s) who will assist in the notification procedure and in chaperoning players; and (ii) will be accompanied by a FASO who will act as a point of liaison between the Club and Player and the DCO(s)/BCO(s)/Chaperone(s), facilitate the conduct of drug testing and report any matters of interest or concern to The FA.
- 4.2 Before drug testing is carried out, if requested by the Player and/or any Club official, the Competent Officials must show their identification cards.
- 4.3 The Competent Officials are under no obligation to present their identification cards where the circumstances render this unreasonable, in particular where a Player is failing to cooperate with the conduct of the testing or is failing or refusing to provide a sample.
- 4.4 On arriving at a venue for drug testing the Competent Officials will attempt to make contact with an official from the relevant Club. For an In Competition test the official would be the Secretary of the home Club or if the Secretary is not present or otherwise unavailable contact will be made with another official from the home Club.
- 4.5 If requested by a DCO, BCO, FASO or Chaperone, any Player selected for drug testing may be required to produce photographic identification to prove their identity where this cannot be established via other means to the satisfaction of the DCO, BCO, FASO or Chaperone.

5. Facilities for the Collection of Samples

- 5.1 Clubs are obliged to provide as a minimum the following secure areas (collectively known as the "Doping Control Station") for the collection of samples:
 - (a) A clean, adequately lit private waiting area, with sufficient seating for the Players waiting to be tested, and
 - (b) A clean, private working area of sufficient size to comfortably accommodate the persons referred to in paragraph 11.3 below, which should contain clean fixed surfaces for sampling equipment and samples, and
 - (c) Private toilets.

Where Players are subject to blood testing under these regulations, a comfortable chair and/or bed for the Player to use during the provision of a blood sample, and sufficient space for the Player to be laid down, should also be provided in addition to the above requirements.
- 5.2 The Doping Control Station must be allocated for the sole use of the Competent Officials for the duration of the doping control process. Where practical all areas required for the Doping Control Station must be linked or within the proximity of each other. The Doping Control Station must be clearly identified. The Doping Control Station should be made available in a usable condition and should be clean.
- 5.3 The Competent Officials will provide the equipment that is required for the drug testing including where applicable collection vessels, containers, sample bottles, approved sealing equipment and beverages for the Players in sealed containers.

- 5.4 Prior to the start of testing the Competent Officials should satisfy themselves that the Doping Control Station facilities are adequate. Clubs must comply with any reasonable requests made by the Competent Officials if they do not believe that the facilities are adequate. The FA may make a written request for a Club to alter or improve its Doping Control Station or the facilities used for the same and the Club shall alter or improve its Doping Control Station to meet the request within a reasonable timeframe to be stipulated by The FA.
- 5.5 Samples should be taken from Players in the designated Doping Control Station. The DCO(s) will make every effort to collect samples as discreetly as possible and with maximum privacy, but it must be recognised that circumstances may impose difficulties upon a DCO that cannot easily be overcome.
- 5.6 It is recommended that the Club arranges for a security guard/steward to be positioned outside the Doping Control Station to keep unauthorised persons from entering the Station. A 'No Entry' sign should be displayed.

6. Random selection of Players

- 6.1 The selection of Players for drug testing is at the complete discretion of The FA. If it is decided to select Players on a random basis, the random selection by a draw of required Players will be conducted by the Lead DCO witnessed by the FASO.
- 6.2 Only the Competent Officials need to be present for the draw, although official(s) from the relevant Club(s) whose Players are subject to testing will be invited to be present, however, the non presence of any such officials will not invalidate the draw.
- 6.3 Additional "reserve" Players will be drawn in case a Player is unable for good reason and/or fails without compelling justification to submit to the doping control process. If a Player is evaluated to have missed a test without good reason and/or fails without compelling justification to submit to the doping control process the Player may be subject to penalties for breaching the Doping Regulations.
- 6.4 The timing of the draw will be at the complete discretion of The FA but in the case of an In Competition test will not ordinarily take place later than half-time.
- 6.5 After the draw only those people listed in paragraph 10.3 of these Guidelines should be allowed into the Doping Control Station.
- 6.6 Notwithstanding the fact that the primary purpose of a particular doping control visit is to conduct random testing, designated testing of further players may also be conducted at that time as a separate matter.

7. Designated selection of Players

- 7.1 In addition to random testing The FA may conduct testing on designated Clubs or designated Players including Players in the current representative England first team squads. Designated testing may be requested by the Professional Footballers' Association and/or Clubs.
- 7.2 Designated testing will take place at a date and time determined by The FA. If a Player is subject to designated testing as part of a programme of rehabilitation and treatment or as part of a penalty imposed upon the Player by The FA the Player may be required to supply whereabouts information to The FA to allow such designated testing to take place.
- 7.3 Notwithstanding the fact that the primary purpose of a particular doping control visit is to conduct designated testing, random testing of further players may also be conducted at that time as a separate matter.

8. Notification of Players

- 8.1 Following the draw for a random selection of Players an appropriate Club representative will be notified of the Players selected. For In Competition testing this will be via a written notice in the form set out in Schedule 4.

- 8.2 It is the obligation of the Club and all Club officials to ensure that the Competent Officials are given clear and unobstructed access to Players selected for testing. Clubs and Club officials are under a duty to provide the Competent Officials with all reasonable assistance they may require to locate the Player and carry out the notification process and sample collection as expeditiously and as efficiently as possible. Clubs and Club officials must do all in their power to ensure that Players selected for testing make contact with the Competent Officials as soon as reasonably practicable. Any failure to do so may be treated as a breach of the Doping Regulations.
- 8.3 Once contact has been made between the selected Player and the Competent Official the Player will be verbally notified of his selection for drug testing and must in accordance with paragraph 10.1 below immediately report to the Doping Control Station. The Player may be chaperoned at all times following the verbal notification.
- 8.4 If a Player is evaluated to have avoided notification without compelling justification the Player will be deemed to have committed a Doping Offence and may be subject to penalties for breaching the Doping Regulations and/or for general misconduct.

9. Authorisation not to test

At the absolute discretion of the FASO a Player may be excused participation in a test if the Player has sustained a serious injury which renders him incapable of taking a drug test and/or requires immediate attendance at hospital for medical treatment. The FA reserves the right for a Competent Official to accompany the injured Player to allow a test to be carried out following the required medical treatment. If the injured Player is not accompanied to hospital, the Player and/or the Club must provide evidence to The FA of the Player's admission to hospital or of other medical treatment arising from that injury within 14 days of the day of the intended test. In this event a sample will be taken from another Player of the same team, either selected at random or pre-selected as a reserve. Clubs and Club officials must ensure that a Player pre-selected as a reserve does not leave the stadium, training ground or other relevant venue until the Player has checked with a DCO that he is not required for drug testing.

10. Collection of Samples

- 10.1 Having been verbally notified, a Player must immediately report to the Doping Control Station. On reporting to the Doping Control Station the Player must acknowledge that he has been selected for drug testing by signing the relevant section of the Sample Collection Form or Sample Collection Form (Blood). He must then remain there until the testing process is completed. He may leave the Doping Control Station only under exceptional circumstances with the prior permission of the Lead DCO and then only if chaperoned by a Competent Official at all times until his return to the Doping Control Station.
- 10.2 If a Player fails or refuses to report to provide a sample, reports and refuses to provide a sample or otherwise fails to follow the directions of the Competent Officials he will be deemed to have committed a Doping Offence and may be subject to penalties for breaching the Doping Regulations and/or for general misconduct.
- 10.3 Only the following persons should be allowed into the working room of the Doping Control Station:-
 - (a) the FASO;
 - (b) the DCO(s);
 - (c) the BCO(s);
 - (d) the Chaperone(s);
 - (e) the Player;
 - (f) a representative of the Player's Club or an individual nominated by the Player; and
 - (g) any other monitor appointed by The FA or UK Sport.

The Competent Officials may reasonably refuse access to the Doping Control Station to any person not listed in this paragraph 10.3.

- 10.4 Where a urine sample is to be taken from a Player under 18 years of age, the Player will be given the opportunity to have a representative of the Club, selected by and of the same gender as the Player, must where practicable be present during the doping control process at all times. If a Player under 18 years of age is to be blood tested, a representative must be present.

11. Urine Samples

- 11.1 As soon as a Player feels that he is ready to provide a urine sample, he may select a sample collection vessel and a lid from a number of clean, unused vessels/lids and proceed to provide the sample. The collection of the sample should be witnessed by a DCO who is the same gender as the Player and due attention will be paid to the Player's personal dignity.
- 11.2 Each Player is to be requested to provide a minimum of 70ml of urine. However, any 'shortfall' in the amount of urine provided shall not invalidate the test provided there is sufficient sample for the analysis to be adequately performed.
- 11.3 If initially a Player is unable to provide the required amount of urine, the sample should be sealed and kept secure in the Doping Control Station. The Player must satisfy himself that the partial sample has been sealed and safely stored prior to leaving the Doping Control Station. When ready to add to the sample previously provided the Player may return to the relevant area and provide a further sample in accordance with the procedure set out in paragraph 11.1 of these Guidelines.
- 11.4 Once the DCO is satisfied that a sufficient amount of urine has been collected the Player will be asked to select a box with tamper-evident seals containing two sample bottles. One sample bottle will be used as the "Main "A" Sample" and the other "Reserve "B" Sample".
- 11.5 If (a) further sample(s) are provided pursuant to paragraph 11.3 of these Guidelines such sample(s) will be mixed together by the Player (or in exceptional circumstances where the Player is unable to do so by a DCO) to create a single sample.
- 11.6 The DCO will carry out a test on the sample to check the specific gravity and pH of the sample to ensure that it falls within the recommended laboratory range for sample analysis. If the sample does not meet the required laboratory range the Player must provide a further sample in accordance with the procedure set out in paragraph 11.1 of these Guidelines. A Player will not be required to provide a third sample if the second sample still falls outside the required laboratory range. For the avoidance of doubt a sample will still be analysed if it falls outside of the laboratory range.
- 11.7 The urine sample must be divided by the Player (or in exceptional circumstances where the Player is unable to do this by a DCO) into the two bottles. It is recommended that the Main "A" Sample consists of at least 40ml and the Reserve "B" Sample of at least 30ml of urine.
- 11.8 The two bottles must be closed and sealed by the Player (or in exceptional circumstances where the Player is unable to do this by a DCO in the presence of the Player) and inserted into the box for transit to the laboratory. The Player should ensure that the code on each bottle is the same as that entered by the DCO on the Sample Collection Form.
- 11.9 The Player, any accompanying representative and the DCO present at the Doping Control Station must sign the Sample Collection Form, confirming that the above procedures were carried out. If the Player thinks that the procedures were not carried out satisfactorily, he should declare so in writing on the Sample Collection Form and state his reasons for dissatisfaction. If the Player does not indicate any dissatisfaction with the testing procedure, this shall amount to conclusive evidence that the test was properly conducted and the Player will be deemed to have waived a claim to any irregularity in the collection of the sample.

- 11.10 The Sample Collection Form should be so devised that one original and three duplicate copies are produced at the same time. These should be distributed as follows:-
- (a) one copy to the laboratory responsible for the analysis of the sample, which copy should not contain any information which could identify the Player providing the sample;
 - (b) one copy to a DCO for onward transmission to UK Sport;
 - (c) one copy to the Player; and
 - (d) the original for onward transmission to the Administrator of The FA's Doping Control Programme.

12. Blood Samples

- 12.1 Upon arrival at the Doping Control Station, the Player will be provided with an opportunity to hydrate. The Player will be required to sit, and to remain seated and relaxed for a time specified by the DCO before providing the blood sample. Should the Player not comply with this request then this will be recorded by the DCO.
- 12.2 The DCO or BCO will ask the Player to provide information in relation to each of the following:
- (i) the Player's use of medication that may affect the sample collection, particularly any medication that may affect blood clotting; and
 - (ii) any disorder suffered by the Player that may affect bleeding.
- 12.3 If the Player provides any information in relation to either of the above, this should be recorded on the Sample Collection Form (Blood), and the BCO (after consultation with the DCO) may determine in his or her sole discretion not to proceed with the collection procedure, in which case the DCO shall complete the Sample Collection Form (Blood) stating the reason why the BCO did not proceed with the collection.
- 12.4 After the required rest period, the DCO shall direct the Player to choose two sealed packs of blood collection kit from a selection of at least six. The DCO/BCO will then direct the Player to choose one blood sample storage kit (containing an A and B sample bottle) from a selection of at least three.
- 12.5 If, in assessing the Player's veins, the BCO considers that a butterfly needle is required for sample collection, the Player shall be asked to select a butterfly needle from a selection of sealed needles.
- 12.6 The BCO will then insert the needle into the Player's vein and attach the first container to the needle to collect the blood from the arm. Once the first amount of blood is collected, the first container will be removed and the second container will be attached onto the needle and the second amount of blood collected. The second container will then be removed with the needle still in the vein. If used, the tourniquet will be released, and the needle will be removed from the vein.
- 12.7 In the event that the BCO is unable to withdraw sufficient blood from the first attempt, the BCO will undertake a second attempt to collect the blood sample from a different puncture site and using a new collection kit. No more than three attempts in total will be made on a Player at any one blood collection session. Should all three attempts fail, the blood collection session will be terminated and the DCO or BCO will record the reasons for terminating the collection session. No more than three attempts to insert a needle into the Player's body shall be made in any one blood collection session. The entire blood sample collection session will be carried out (to the extent reasonably practicable) in full view of the Player.
- 12.8 Once the BCO has collected the blood from the Player, the blood sample containers will be inverted gently to mix the blood with the anti-coagulant (if required) and then placed on a table in full view of the Player and the BCO.

- 12.9 The DCO/BCO or Player will then place one blood sample container into each of the A and B sample bottles and seal the bottles. The DCO/BCO will then record the blood sample bottle codes onto the Sample Collection Form (Blood) and record the time of sealing.
- 12.10 The Player shall be provided with an opportunity to document on the Sample Collection Form (Blood) any blood transfusions that he/she may have undergone over the last six months and/or to indicate any medications taken by him or her over the past seven days. The Player will also be required to complete the 'Consent for Research' section of the Sample Collection Form (Blood) to document whether the Player consents for their sample to be used for research.
- 12.11 The Player, any accompanying representative and the DCO/BCO present at the Doping Control Station must sign the Sample Collection Form (Blood), confirming that the above procedures were carried out. If the Player considers that the procedures were not carried out satisfactorily, he should declare so in writing on the Sample Collection Form (Blood) and state his reasons for dissatisfaction. If the Player does not indicate any dissatisfaction with the testing procedure, this shall amount to conclusive evidence that the test was properly conducted and the Player will be deemed to have waived a claim to any irregularity in the collection of the sample.
- 12.12 The Sample Collection Form (Blood) should be so devised that one original and three duplicate copies are produced at the same time. These should be distributed as follows:
- (a) one copy to the laboratory responsible for the analysis of the sample, which copy should not contain any information which could identify the Player providing the sample;
 - (b) one copy to a DCO for onward transmission to UK Sport;
 - (c) one copy to the Player; and
 - (d) the original for onward transmission to the Administrator of The FA's Doping Control Programme.

13. Storage and Despatch of Samples

- 13.1 All samples should be stored in a secure place pending despatch to the laboratory.
- 13.2 Where blood samples are collected, the A and B sample bottles will be placed into a plastic sleeve under the observation of the Player. The sealed plastic sleeve will then be placed into a temperature controlled container.
- 13.3 Samples should be sent to the laboratory as soon as is reasonably practicable.

14. Analysis of Samples

- 14.1 The FA has discretion to select the laboratory for sample analysis.
- 14.2 The FA will endeavour to ensure that the analysis of the Main "A" Sample is carried out as soon as possible after arrival at the designated laboratory.
- 14.3 The samples provided by Players for the purpose of drug testing immediately become the property of The FA.
- 14.4 Access to the laboratory during analysis should be restricted to authorised members of the laboratory and to authorised observers.
- 14.5 If at any stage any question, issue or problem arises in relation to the sample, the laboratory may conduct any further or other tests necessary to clarify or resolve the matter at issue. Such tests may be relied upon by The FA in any disciplinary proceedings.

15. Communication of Results

- 15.1 If the analysis of the Main "A" Sample indicates the presence of a Prohibited Substance or use of a Prohibited Method, The FA will be informed by the laboratory as soon as is

reasonably practicable. The FA will then inform the Player, the Professional Footballers' Association (if the Player is a member) and a senior representative of his Club as soon as is reasonably practicable and may require a written explanation from the Player within a designated time.

- 15.2 Every Player shall have the right to request that the Reserve "B" Sample be tested to ascertain whether the sample discloses the presence of the same Prohibited Substance or use of a Prohibited Method as was detected in the Main "A" Sample. Such a request must be made in writing to The FA within seven days of the notification to the Player that the Main "A" Sample disclosed the presence of a Prohibited Substance or use of a Prohibited Method. Once a Player has requested the analysis of the Reserve "B" Sample, the laboratory which conducted the "A" sample analysis will arrange dates, in liaison with The FA and UK Sport for analysis of the Reserve "B" Sample. The Player and his Club should be informed of the date and time of the analysis of the Reserve "B" Sample. The Player is entitled to attend the analysis and to be accompanied by one representative of his Club or an individual person nominated by him as long as this does not unduly delay the conduct of the Reserve "B" sample analysis. A representative of The FA will also attend.
- 15.3 If the Player foregoes the right for analysis of the Reserve "B" Sample in accordance with paragraph 15.2 or the analysis of the Reserve "B" Sample discloses the presence of the same Prohibited Substance or use of a Prohibited Method as was detected in the Player's Main "A" Sample, the test will be regarded as "positive" and the matter referred to The FA for their decision as to whether disciplinary proceedings shall be commenced against the Player. If disciplinary proceedings are commenced, such proceedings shall be conducted in accordance with the Regulations for Football Association Disciplinary Action.

Part Three – In Competition Testing

16. Selection of Matches

- 16.1 Drug testing may be conducted at any match involving Participants and no prior notice needs to be given either to the Clubs concerned or to the Players.
- 16.2 The matches at which the drug tests are to be conducted will be decided by The FA in consultation with UK Sport. All matches are open to testing.

17. Procedures following the selection of Players

Following the draw for In Competition testing the Club must allow the Competent Officials access to observe the Players from the tunnel area and or from an adjacent or nearby area of the pitch or stand where the Competent Officials can easily accompany the selected Players from the field of play in the event of substitution, injury or other reason for leaving the field of play.

Part Four - Unannounced and Out Of Competition Testing

18. General

In association with UK Sport or any other body so designated by The FA, The FA may conduct unannounced and Out Of Competition testing on any Clubs or Players. Such testing may be conducted at any venues set out in the Club's whereabouts information or at other venues decided by The FA.

19. Provision of whereabouts information

At the request of The FA all Clubs must furnish The FA with any whereabouts information The FA requires from time to time which shall include as a minimum training dates and times and the address at which such training will take place.

20. Procedures following the selection of Players

Following the draw for Out of Competition testing the Competent Officials must give

Players a reasonable time to complete training or any other activity in which they are engaged before giving the verbal notification in accordance with paragraph 8.3 above. The Club must allow the Competent Officials access to observe the Players complete training or any other activity in which they are engaged. Testing should commence, where reasonably practicable, within one hour of first contact with the Club officials.

SCHEDULE TWO

Definitions

"Competent Official" means a DCO, a Chaperone or the FASO;

"Chaperone(s)" means the person(s) appointed by UK Sport or any other body so designated by The FA to assist in the doping control process;

"Doping Offences" means the offences set out and described in further detail in Doping Regulations 2-12 (inclusive);

"Doping Control Officer(s) or DCO(s)" means the person(s) appointed by UK Sport or any other body so designated by The FA to carry out the doping control process including for example but without limitation the collection of samples. If there is more than one DCO present during the doping control process the Lead DCO shall have overall authority for that process;

"Doping Control Station" means the area reserved to carry out the doping control process as described in paragraph 5.1 of the Procedural Guidelines;

"Football Association Supervising Officer or FASO" means the person appointed by The FA to facilitate the doping control process;

"In Competition" means the time period starting at midnight on the day of a match until the time on that match day that the sample collection procedures have been completed by the Competent Officials (note that this time period will be different for Players depending on the time at which sample collection procedures are completed for individual Players);

"Legitimate medical treatment" – the only way in which it may be established that the use of a Prohibited Method constituted a legitimate medical treatment is through the grant of a TUE in respect of any such Prohibited Method;

"Marker" means a compound, group of compounds or biological parameters that indicates the use of a Prohibited Substance or Prohibited Method;

"Metabolite" means any substance produced by a biotransformation process;

"No Fault" means that the Participant is able to establish that he did not know or suspect, and could not reasonably have known or suspected even with the exercise of utmost caution, that he had committed a Doping Offence;

"No Significant Fault" means that the Participant is able to establish that his fault or negligence when viewed in the totality of the circumstances and taking into account the criteria of No Fault was not significant in relation to the Doping Offence;

"Out of Competition" means any time which is not In Competition;

"Player" has the same meaning as the defined term in Rule A2 of the Rules of The Football Association in addition to any other football player who is not eligible to play for a Club by reason of a period of suspension that has been imposed by The FA, FIFA or UEFA;

"Player Support Personnel" means any personnel working with or treating Players participating in or preparing for football matches or training sessions, including but not limited to a coach, trainer, manager, agent, club staff, nutritionist or medical personnel;

"Prohibited List" means the list of Prohibited Substances and Prohibited Methods that is produced by WADA as updated from time to time and recognised by The FA in accordance with Regulation 2(d);

"Prohibited Method" means any technique defined as such in the Prohibited List;

"Prohibited Substance" means any substance defined as such in the Prohibited List;

"**Social Drugs**" means amphetamine, cannabinoids (for example, hashish and marijuana), cocaine, diamorphine (heroin), lysergic acid diethylamide (LSD), methadone, methylamphetamine, methylenedioxyamphetamine (MDMA or ecstasy), and methylenedioxyethylamphetamine (MDEA) and such other substances which The FA deems to be a Social Drug from time to time. The current list of Social Drugs shall be published on The FA's website www.TheFA.com;

"**Specified Substance**" means any substance defined as such in the Prohibited List;

"**Therapeutic Use Exemption**" means an exemption to take a substance for medical purposes which is normally prohibited under the Doping Regulations. The procedure for the grant of a Therapeutic Use Exemption being set out in Regulation 21 and Schedule 5; and

"**WADA**" means the World Anti-Doping Agency.

SCHEDULE THREE

The Prohibited List

THE 2007 PROHIBITED LIST

WORLD ANTI-DOPING CODE

Valid 1 January 2007

The use of any drug should be limited to medically justified Indications

**SUBSTANCES AND METHODS PROHIBITED AT ALL TIMES
(IN-AND OUT-OF-COMPETITION)**

PROHIBITED SUBSTANCES

S1. ANABOLIC AGENTS

Anabolic agents are prohibited.

1. Anabolic Androgenic Steroids (AAS)

- a. Exogenous* AAS, including:
 - 1-androstendiol** (5 α -androst-1-ene-3 β ,17 β -diol); **1-androstenedione** (5 α -androst-1-ene-3,17-dione); **bolandiol** (19-norandrostenediol); **bolasterone**; **boldenone**; **boldione** (androsta-1,4-diene-3,17-dione); **calusterone**; **clostebol**; **danazol** (17 α -ethynyl-17 β -hydroxyandrost-4-eno[2,3-d]isoxazole); **dehydrochlormethyltestosterone** (4-chloro-17 β -hydroxy-17 α -methylandrosta-1,4-dien-3-one); **desoxymethyltestosterone** (17 α -methyl-5 α -androst-2-en-17 β -ol); **drostanolone**; **ethylestrenol** (19-nor-17 α -pregn-4-en-17-ol); **fluoxymesterone**; **formebolone**; **furazabol** (17 β -hydroxy-17 α -methyl-5 α -androstano[2,3-c]-furazan); **gestrinone**; **4-hydroxytestosterone** (4,17 β -dihydroxyandrost-4-en-3-one); **mestanolone**; **mesterolone**; **metenolone**; **methandienone** (17 β -hydroxy-17 α -methylandrosta-1,4-dien-3-one); **methandirol**; **methasterone** (2 α , 17 α -dimethyl-5 α -androstane-3-one-17 β -ol); **methyldienolone** (17 β -hydroxy-17 α -methylestra-4,9-dien-3-one); **methyl-1-testosterone** (17 β -hydroxy-17 α -methyl-5 α -androst-1-en-3-one); **methylnortestosterone** (17 β -hydroxy-17 α -methylestr-4-en-3-one); **methyltrienolone** (17 β -hydroxy-17 α -methylestra-4,9,11-trien-3-one); **methyltestosterone**; **mibolerone**; **nandrolone**; **19-norandrostenedione** (estr-4-ene-3,17-dione); **norboletole**; **norclostebol**; **norethandrolone**; **oxabolone**; **oxandrolone**; **oxymesterone**; **oxymetholone**; **prostanzol** ([3,2-c]pyrazole-5 α -etioallocholane-17 β -tetrahydropyranol); **quinbolone**; **stanozolol**; **stenbolone**; **1-testosterone** (17 β -hydroxy-5 α -androst-1-en-3-one); **tetrahydrogestrinone** (18 α -homo-pregna-4,9,11-trien-17 β -ol-3-one); **trenbolone** and other substances with a similar chemical structure or similar biological effect(s).
- b. Endogenous** AAS:
 - androstenediol** (androst-5-ene-3 β ,17 β -diol); **androstenedione** (androst-4-ene-3,17-

dione); **dihydrotestosterone** (17 β -hydroxy-5 α -androst-3-one) ; **prasterone** (dehydroepiandrosterone, DHEA); **testosterone** and the following metabolites and isomers:

5 α -androstane-3 α ,17 α -diol; **5 α -androstane-3 α ,17 β -diol**; **5 α -androstane-3 β ,17 α -diol**; **5 α -androstane-3 β ,17 β -diol**; **androst-4-ene-3 α ,17 α -diol**; **androst-4-ene-3 α ,17 β -diol**; **androst-4-ene-3 β ,17 α -diol**; **androst-4-ene-3 β ,17 β -diol**; **androst-5-ene-3 α ,17 α -diol**; **androst-5-ene-3 α ,17 β -diol**; **androst-5-ene-3 β ,17 β -diol**; **4-androstenediol** (androst-4-ene-3 β ,17 β -diol); **5-androstenedione** (androst-5-ene-3,17-dione); **epi-dihydrotestosterone**; **3 α -hydroxy-5 α -androst-17-one**; **3 β -hydroxy-5 α -androst-17-one**; **19-norandrosterone**; **19-noretiocholanolone**.

Where an anabolic androgenic steroid is capable of being produced endogenously, a *Sample* will be deemed to contain such *Prohibited Substance* where the concentration of such *Prohibited Substance* or its metabolites or markers and/or any other relevant ratio(s) in the *Athlete's Sample* so deviates from the range of values normally found in humans that it is unlikely to be consistent with normal endogenous production. A *Sample* shall not be deemed to contain a *Prohibited Substance* in any such case where an *Athlete* proves that the concentration of the *Prohibited Substance* or its metabolites or markers and/or the relevant ratio(s) in the *Athlete's Sample* is attributable to a physiological or pathological condition.

In all cases, and at any concentration, the *Athlete's* sample will be deemed to contain a *Prohibited Substance* and the laboratory will report an *Adverse Analytical Finding* if, based on any reliable analytical method (e.g. IRMS), the laboratory can show that the *Prohibited Substance* is of exogenous origin. In such case, no further investigation is necessary.

If a value in the range of levels normally found in humans is reported and the reliable analytical method (e.g. IRMS) has not determined the exogenous origin of the substance, but if there are indications, such as a comparison to endogenous reference steroid profiles, of a possible *Use of a Prohibited Substance*, further investigation shall be conducted by the relevant *Anti-Doping Organization* by reviewing the results of any previous test(s) or by conducting subsequent test(s), in order to determine whether the result is due to a physiological or pathological condition, or has occurred as a consequence of the exogenous origin of a *Prohibited Substance*.

When a laboratory has reported a T/E ratio greater than four (4) to one (1) and any reliable analytical method (e.g. IRMS) applied has not determined the exogenous origin of the substance, further investigation may be conducted by a review of previous tests or by conducting subsequent test(s), in order to determine whether the result is due to a physiological or pathological condition, or has occurred as a consequence of the exogenous origin of a *Prohibited Substance*. If a laboratory reports, using an additional reliable analytical method (e.g. IRMS), that the *Prohibited Substance* is of exogenous origin, no further investigation is necessary and the *Sample* will be deemed to contain such *Prohibited Substance*.

When an additional reliable analytical method (e.g. IRMS) has not been applied and a minimum of three previous test results are not available, a longitudinal profile of the *Athlete* shall be established by performing a minimum of three no advance notice tests in a period of three months by the relevant *Anti-Doping Organization*. If the longitudinal profile of the *Athlete* established by the subsequent tests is not physiologically normal, the result shall be reported as an *Adverse Analytical Finding*.

In extremely rare individual cases, boldenone of endogenous origin can be consistently found at very low nanograms per milliliter (ng/mL) levels in urine. When such a very low concentration of boldenone is reported by a laboratory and the application of any reliable analytical method (e.g. IRMS) has not determined the exogenous origin of the substance, further investigation may be conducted by subsequent tests. When an additional reliable analytical method (e.g. IRMS) has not been applied, a longitudinal profile of the athlete shall be established by performing a minimum of three no advance notice tests in a period of three months by the relevant *Anti-Doping Organization*. If the longitudinal profile of the

Athlete established by the subsequent tests is not physiologically normal, the result shall be reported as an *Adverse Analytical Finding*.

For 19-norandrosterone, an *Adverse Analytical Finding* reported by a laboratory is considered to be scientific and valid proof of exogenous origin of the *Prohibited Substance*. In such case, no further investigation is necessary.

Should an *Athlete* fail to cooperate in the investigations, the *Athlete's Sample* shall be deemed to contain a *Prohibited Substance*.

2. Other Anabolic Agents, including but not limited to:

Clenbuterol, tibolone, zeranol, zilpaterol.

For purposes of this section:

- * "exogenous" refers to a substance which is not ordinarily capable of being produced by the body naturally.
- ** "endogenous" refers to a substance which is capable of being produced by the body naturally.

S2. HORMONES AND RELATED SUBSTANCES

The following substances, including other substances with a similar chemical structure or similar biological effect(s), and their releasing factors, are prohibited:

1. **Erythropoietin (EPO);**
2. **Growth Hormone (hGH), Insulin-like Growth Factors (e.g. IGF-1), Mechano Growth Factors (MGFs);**
3. **Gonadotrophins (LH, hCG), prohibited in males only;**
4. **Insulin;**
5. **Corticotrophins.**

Unless the *Athlete* can demonstrate that the concentration was due to a physiological or pathological condition, a *Sample* will be deemed to contain a *Prohibited Substance* (as listed above) where the concentration of the *Prohibited Substance* or its metabolites and/or relevant ratios or markers in the *Athlete's Sample* so exceeds the range of values normally found in humans that it is unlikely to be consistent with normal endogenous production.

If a laboratory reports, using a reliable analytical method, that the *Prohibited Substance* is of exogenous origin, the *Sample* will be deemed to contain a *Prohibited Substance* and shall be reported as an *Adverse Analytical Finding*.

The presence of other substances with a similar chemical structure or similar biological effect(s), diagnostic marker(s) or releasing factors of a hormone listed above or of any other finding which indicate(s) that the substance detected is of exogenous origin, will be deemed to reflect the use of a *Prohibited Substance* and shall be reported as an *Adverse Analytical Finding*.

S3. BETA-2 AGONISTS

All beta-2 agonists including their D- and L-isomers are prohibited.

As an exception, formoterol, salbutamol, salmeterol and terbutaline when administered by inhalation, require an abbreviated Therapeutic Use Exemption.

Despite the granting of any form of Therapeutic Use Exemption, a concentration of salbutamol (free plus glucuronide) greater than 1000 ng/mL will be considered an *Adverse Analytical Finding* unless the *Athlete* proves that the abnormal result was the consequence of the therapeutic use of inhaled salbutamol.

S4. AGENTS WITH ANTI-ESTROGENIC ACTIVITY

The following classes of anti-estrogenic substances are prohibited:

1. Aromatase inhibitors including, but not limited to, anastrozole, letrozole, aminoglutethimide, exemestane, formestane, testolactone.
2. Selective Estrogen Receptor Modulators (SERMs) including, but not limited to, raloxifene, tamoxifen, toremifene.
3. Other anti-estrogenic substances including, but not limited to, clomiphene, cyclofenil, fulvestrant.

S5. DIURETICS AND OTHER MASKING AGENTS

Masking agents are prohibited. They include:

Diuretics*, **epitestosterone**, **probenecid**, **alpha-reductase inhibitors** (e.g. **finasteride**, **dutasteride**), **plasma expanders** (e.g. **albumin**, **dextran**, **hydroxyethyl starch**) and other substances with similar biological effect(s).

Diuretics include:

acetazolamide, **amiloride**, **bumetanide**, **canrenone**, **chlorthalidone**, **etacrynic acid**, **furosemide**, **indapamide**, **metolazone**, **spironolactone**, **thiazides** (e.g. **bendroflumethiazide**, **chlorothiazide**, **hydrochlorothiazide**), **triamterene**, and other substances with a similar chemical structure or similar biological effect(s) (except for drospironone, which is not prohibited).

*A Therapeutic Use Exemption is not valid if an *Athlete's* urine contains a diuretic in association with threshold or sub-threshold levels of a *Prohibited Substance(s)*.

PROHIBITED METHODS

M1. ENHANCEMENT OF OXYGEN TRANSFER

The following are prohibited:

1. Blood doping, including the use of autologous, homologous or heterologous blood or red blood cell products of any origin.
2. Artificially enhancing the uptake, transport or delivery of oxygen, including but not limited to perfluorochemicals, efaproxiral (RSR13) and modified haemoglobin products (e.g. haemoglobin-based blood substitutes, microencapsulated haemoglobin products).

M2. CHEMICAL AND PHYSICAL MANIPULATION

1. *Tampering*, or attempting to tamper, in order to alter the integrity and validity of *Samples* collected during *Doping Controls* is prohibited. These include but are not limited to catheterisation, urine substitution and/or alteration.
2. Intravenous infusions are prohibited, except as a legitimate medical treatment.

M3. GENE DOPING

The non-therapeutic use of cells, genes, genetic elements, or of the modulation of gene expression, having the capacity to enhance athletic performance, is prohibited.

SUBSTANCES AND METHODS PROHIBITED IN-COMPETITION

In addition to the categories S1 to S5 and M1 to M3 defined above, the following categories are prohibited in competition:

PROHIBITED SUBSTANCES

S6. STIMULANTS

All stimulants (including both their (D- & L-) optical isomers where relevant) are prohibited, except imidazole derivatives for topical use and those stimulants included in the 2007 Monitoring Program*.

Stimulants include:

Adrafinil, adrenaline**, amfepramone, amiphenazole, amphetamine, amphetaminil, benzphetamine, benzylpiperazine, bromantan, cathine***, clobenzorex, cocaine, cropropamide, crotetamide, cyclazodone, dimethylamphetamine, ephedrine****, etamivan, etilamphetamine, etilefrine, famprofazone, fenbutrazate, fencamfamin, fencamine, fenetylline, fenfluramine, fenproporex, furfenorex, heptaminol, isometheptene, levmethamphetamine, meclufenoxate, mefenorex, mephentermine, mesocarb, methamphetamine (D-), methylenedioxyamphetamine, methylenedioxymethamphetamine, pmethylamphetamine, methylephedrine****, methylphenidate, modafinil, nikethamide, norfenefrine, norfenfluramine, octopamine, ortetamine, oxilofrine, parahydroxyamphetamine, pemoline, pentetrazol, phendimetrazine, phenmetrazine, phenpromethamine, phentermine, 4-phenylpiracetam (carphedon), prolintane, propylhexedrine, selegiline, sibutramine, strychnine, tuaminoheptane and other substances with a similar chemical structure or similar biological effect(s).

* The following substances included in the 2007 Monitoring Program (bupropion, caffeine, phenylephrine, phenylpropanolamine, pipradol, pseudoephedrine, synephrine) are not considered as Prohibited Substances.

** Adrenaline associated with local anaesthetic agents or by local administration (e.g. nasal, ophthalmologic) is not prohibited.

*** **Cathine** is prohibited when its concentration in urine is greater than 5 micrograms per milliliter.

**** Each of **ephedrine** and **methylephedrine** is prohibited when its concentration in urine is greater than 10 micrograms per milliliter.

A stimulant not expressly mentioned as an example under this section should be considered as a Specified Substance only if the *Athlete* can establish that the substance is particularly susceptible to unintentional anti-doping rule violations because of its general availability in medicinal products or is less likely to be successfully abused as a doping agent.

S7. NARCOTICS

The following narcotics are prohibited:

buprenorphine, dextromoramide, diamorphine (heroin), fentanyl and its derivatives, hydromorphone, methadone, morphine, oxycodone, oxymorphone, pentazocine, pethidine.

S8. CANNABINOIDS

Cannabinoids (e.g. hashish, marijuana) are prohibited.

S9. GLUCOCORTICOSTEROIDS

All glucocorticosteroids are prohibited when administered orally, rectally, intravenously or intramuscularly. Their use requires a Therapeutic Use Exemption approval.

Other routes of administration (intraarticular /periarticular/ peritendinous/ epidural/ intradermal injections and inhalation) require an Abbreviated Therapeutic Use Exemption except as noted below.

Topical preparations when used for dermatological (including iontophoresis /phonophoresis), auricular, nasal, ophthalmic, buccal, gingival and perianal disorders are not prohibited and do not require any form of Therapeutic Use Exemption.

SPECIFIED SUBSTANCES*

"Specified Substances"* are listed below:

- All inhaled Beta-2 Agonists, except salbutamol (free plus glucuronide) greater than 1000 ng/mL and clenbuterol;
- Probenecid;
- Cathine, cropropamide, crotetamide, ephedrine, etamivan, famprofazone, heptaminol, isometheptene, levmethamphetamine, meclofenoxate, p-methylamphetamine, methylephedrine, nikethamide, norfenefrine, octopamine, ortetamine, oxilofrine, phenpromethamine, propylhexedrine, selegiline, sibutramine, tuaminoheptane, and any other stimulant not expressly listed under section S6 for which the Athlete establishes that it fulfils the conditions described in section S6;
- Cannabinoids;
- All Glucocorticosteroids;
- Alcohol;
- All Beta Blockers.

* *"The Prohibited List may identify specified substances which are particularly susceptible to unintentional anti-doping rule violations because of their general availability in medicinal products or which are less likely to be successfully abused as doping agents." A doping violation involving such substances may result in a reduced sanction provided that the "...Athlete can establish that the Use of such a specified substance was not intended to enhance sport performance..."*

THE FOOTBALL ASSOCIATION DOPING CONTROL PROGRAMME
IN-COMPETITION RANDOM DRUG TESTING



Representative of F.C.

Today's match has been chosen for random drug testing. Two of your players have been chosen for testing and are required to report to the Doping Control Station immediately at the end of the match and before going to the dressing room.

The names and numbers of your players chosen to complete a drug test are:

SHIRT/SQUAD No. NAME..... DRAW No.

SHIRT/SQUAD No. NAME..... DRAW No.

The names and numbers of your players chosen as drug testing reserves are:

R1: SHIRT/SQUAD No. NAME..... DRAW No.

R2: SHIRT/SQUAD No. NAME..... DRAW No.

Note: Players chosen as drug testing reserves in the selection draw should be made aware that they may be required to submit to a drug test if one of the selected players from their team receives a serious injury during the course of the match. These players should not leave the venue until they have confirmed with Doping Control Officials that they are not required for testing.

You are advised to discreetly notify your team manager that drug testing is taking place, however The FA does not recommend that clubs make players aware of their selection for testing until their participation in the match has ended.

The FA request that you assist the Doping Control Officials in identifying the selected players on completion of the match. Your assistance with this matter will significantly reduce the chances of your players unnecessarily breaching FA Doping Control Regulations.

Signed..... Printed.....Date.....

FA Supervising Officer on behalf of The Football Association Doping Control Programme

SCHEDULE FIVE

Guide to Therapeutic Use Exemptions

- 1.1 The Doping Regulations permit Players and their physicians to apply for permission to use, for therapeutic purposes, substances or methods on the Prohibited List whose use is otherwise prohibited.
- 1.2 The process whereby Players and physicians apply for permission to use therapeutic purposes, substances or methods on the Prohibited List whose use is otherwise prohibited, will be managed by UK Sport on behalf of The FA.
- 1.3 The World Anti-Doping Agency International Standard for TUEs (the "International Standard") sets out the circumstances in which Players may claim such a therapeutic use exemption (or "TUE"). This Guide adopts and incorporates the International Standard, as amended from time to time, insofar as such amendments are not inconsistent with existing FA Regulations (or regulations to which The FA is subject, being those of FIFA and UEFA). All persons shall be deemed to accept the International Standard and any such amendments thereto as binding upon them without further formality.
- 1.4 In order to excuse the presence or use or possession of a Prohibited Substance or Prohibited Method that would otherwise amount to a Doping Offence under the Doping Regulations, a TUE must be obtained that covers such presence or use or possession, in accordance with this Guide. This Guide may be updated at any time by The FA to take account of changes in the International Standards or any other procedural changes. The current version of this Guide shall be published on The FA's website www.TheFA.com.
- 1.5 Subject only to paragraph 1C2 (which identifies limited circumstances in which a TUE may be granted retrospectively), the following players must follow the process for TUE applications detailed in Sections 1A and 1B of this Guide prior to using or possessing the Prohibited Substance or Prohibited Method in question:
 - (i) For clubs in the Premiership, Championship, League 1 or League 2:
 - Registered professional players
 - Registered scholars and Apprentices
 - Any other player who trains or competes with either of the above two groups of players
 - (ii) For clubs in the Women's Premier League:
 - All players who train or compete with senior teams
- 1.6 Where the International Standard allows an abbreviated procedure to be used, the Player may follow the process for abbreviated TUE applications detailed in Section 1B of this Guide (generally in cases where the Prohibited Substance or Prohibited Method in question is recognised as appropriate for use to treat medical conditions frequently encountered in the player population. For more specific information please see the International Standard.
- 1.7 A Player may not apply to more than one Anti-Doping Organisation for a TUE. A Player subject to the Doping Regulations who applies for a TUE pursuant to the rules of FIFA, UEFA or another Anti-Doping Organisation shall report the grant or denial of the application immediately to both The FA and UK Sport by sending them copies of the application and the decision.
- 1.8 In accordance with Article 15.4 (Mutual Recognition) of the World Anti-Doping Code (the "Code"), The FA will recognise and respect any TUE granted to a Player by or on behalf of a Signatory to the World Anti-Doping Code, provided that the grant is consistent with the Code and is within that Signatory's authority. Otherwise, however, a Player subject to the Doping Regulations who requires a TUE must obtain one from UK Sport in accordance with paragraph 1.5.
- 1.9 A Player who seeks a TUE from UK Sport consents to the processing of the TUE application as set out in this Guide, including

- (a) the disclosure by the Player's physician(s) of any further information required by UK Sport or the UK Sport TUE Committee to process his/her TUE application;
 - (b) the communication by UK Sport of the information in the application and/or supplemental information from the Player's physician(s) to members of the UK Sport TUE Committee and (as required) on an anonymised basis to other independent medical or scientific experts consulted by the UK Sport TUE Committee; and
 - (c) the communication of the grant or denial of a TUE, including the details of any conditions or restrictions on such grant, and any supporting documentation or information, to The FA, FIFA, WADA and other Anti-Doping Organisations.
- 1.10 Should the Player wish to revoke the consent set out in the preceding paragraph, he/she must notify UK Sport and his/her physician(s) in writing of the fact; provided that upon such revocation of consent the application for a TUE (or for renewal of an existing TUE) will be deemed denied.

Section 1A: Process for applying for a Standard Therapeutic Use Exemption

1A1 An application for a standard TUE:

- must not be made simultaneously to both UK Sport and another Anti-Doping Organisation;
- should be made on forms provided by The FA, UEFA or FIFA, provided that they are in English and comply with the International Standard;
- must be completed legibly, fully and accurately, in English, and must be signed by the Player and by any physician(s) supporting the application;
- must specify the dose, frequency, route and duration of proposed administration of the otherwise Prohibited Substance or Prohibited Method;
- must include a statement by an appropriately qualified physician: (a) identifying the Player's condition requiring treatment; (b) attesting to the necessity of the otherwise Prohibited Substance or Prohibited Method for treatment of that condition; and (c) explaining why an alternative, permitted medication cannot, or could not, be used in the treatment of the condition;
- must also include a comprehensive medical history of the Player and the results of all clinical examinations, laboratory investigations and imaging studies relevant to the application. For TUE applications involving imaging studies and respiratory function tests, copies of images or physiological data should be submitted, as well as any interpretative reports that may have been produced;
- must also enclose copies of any prior application(s) that the Player has made for the TUE, to whomever made, and the decision made on such application(s), or else must confirm that the Player has not made any prior application for the TUE;
- must provide completely accurate and up-to-date contact details for the Player and for each physician supporting the application, including in each case a current mailing address and phone number; and
- must be sent to UK Sport either by post, e-mail or fax to the following address, in an envelope marked "Private and confidential TUE Application":

Drug Free Sport

UK Sport

40 Bernard Street

London WC1N 1ST

or by e-mail to tue@uk sport.gov.uk

or by fax to 0800 298 3362

- 1A2 Players should retain a copy of the application and enclosures sent to UK Sport, along with proof of the date of mailing/emailing/faxing.

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- 1A3 UK Sport will carry out an administrative review of the application within three (3) working days of receipt to confirm that the application:
- falls within UK Sport's jurisdiction. If the applicant competes in European or International Competition, then UK Sport will forward the application to UEFA or FIFA for review. Any delay shall be at the risk of the Player, whose responsibility it is to make the application to the correct authority in the first place;
 - has been completed fully and accurately in accordance with paragraph 1A1 above; and
 - is accompanied by sufficient medical information to process the application.
- 1A4 If the application is incomplete and/or otherwise does not meet the necessary requirements, it will be returned to the Player with an explanation to that effect, and he/she shall be invited to reapply in compliance with the necessary requirements. Any delay shall be at the risk of the Player, whose responsibility it is to submit a proper and complete application.
- 1A5 If the application passes the administrative review, UK Sport will forward it to one of its designated UK Sport TUE Committee Chairpersons (each of whom shall be a physician with experience in the care and treatment of Players and a sound knowledge of clinical sports and exercise medicine). That Chairperson shall convene a panel, chaired by him/herself, to sit as the UK Sport TUE Committee with respect to the application. The members of the panel shall meet the following criteria:
- in addition to the Chair, there shall be at least two other physicians with experience in the care and treatment of Players and a sound knowledge of clinical, sports and exercise medicine;
 - at least two of the physicians on the Committee shall have a sound knowledge of current anti-doping policy and the Prohibited List;
 - one of the physicians shall have specialist expertise in relation to the condition of the Player that forms the basis for the TUE application;
 - if the Player has a disability, at least one UK Sport TUE Committee member must possess specific expertise in relation to the care and treatment of Players with a disability; and
 - a majority of the UK Sport TUE Committee members must not have any official responsibility within football. At the discretion of the Chair, however, one of the three physicians may be a Football Association medical officer, in order to provide sport-specific expertise; provided that such person must otherwise satisfy these criteria; and
 - each UK Sport TUE Committee member must provide UK Sport with evidence that he/she satisfies the foregoing criteria, and in addition must confirm that (a) (save in the case of a Football Association medical officer or other representative) they are not aware of any conflict of interest in their consideration of the application, and (b) they will observe confidentiality with respect to the entire TUE process.
- 1A6 The UK Sport TUE Committee will review the application, including the medical information provided, and make a decision as soon as reasonably practicable, in accordance with the criteria set out in the International Standard for TUEs. Specifically, the UK Sport TUE Committee will only grant the TUE in strict accordance with the following criteria, which the Player must demonstrate to the satisfaction of the Committee:
- (a) The Player would experience a significant impairment to health if the Prohibited Substance or Prohibited Method in question were to be withheld in the course of treating an acute or chronic medical condition.
 - (b) The Therapeutic use of the Prohibited Substance or Prohibited Method in question would produce no additional enhancement to performance other than that which might be anticipated by a return to a state of normal health following the treatment of a legitimate medical condition. The use of any Prohibited Substance or Prohibited

- Method to increase "low-normal" levels of any endogenous hormone is not considered an acceptable Therapeutic intervention.
- (c) There is no reasonable Therapeutic alternative to the use of the otherwise Prohibited Substance or Prohibited Method.
- (d) The necessity for the use of the otherwise Prohibited Substance or Prohibited Method cannot be a consequence, wholly or in part, of the Player's prior non-Therapeutic use of any substance from the Prohibited List.
- 1A7 Where it does not need any further information to process the application, the target will be for the UK Sport TUE Committee to make a decision within seven (7) working days of its receipt of the application. Where it considers it appropriate to seek further medical or scientific opinion or information in relation to the application, whether from the Player or his physician or from a third party, the UK Sport TUE Committee shall do so as quickly as is practicable, provided that the identity of the applicant shall not be disclosed to any third party. The UK Sport TUE Committee shall make its decision as soon as reasonably practicable after receipt of the further information or opinion.
- 1A8 The UK Sport TUE Committee shall make its decisions unanimously or by majority, with the Chair having a casting vote in the event of a tie. The Chair will provide a copy of the written decision to UK Sport as soon as practicable, the target being within two (2) working days of the decision being made.
- 1A9 If the UK Sport TUE Committee grants the TUE, it shall detail in its decision (a) the duration of the exemption granted; and (b) any conditions or requirements that the Player must satisfy.
- 1A10 If the UK Sport TUE Committee denies the TUE or imposes any conditions or requirements on this grant, it shall state its reasons for doing so in the decision itself.
- 1A11 UK Sport will send copies of the UK Sport TUE Committee's decision, on a confidential basis, to the Player, The FA and/or UEFA/FIFA as soon as possible. If the application is granted, then UK Sport will also send a copy of the decision on a confidential basis to WADA.
- 1A12 If the UK Sport TUE Committee denies the TUE application or imposes any conditions or requirements on its grant beyond simply confirming the dose, frequency and route of administration requested in the application, then at the same time as UK Sport sends a copy of the decision to the Player, it shall also advise him/her of the right to appeal the decision.
- 1A13 The submission of false or misleadingly incomplete information in support of a TUE application (including but not limited to the failure to advise of the unsuccessful outcome of a prior application to another Anti-Doping Organisation for such a TUE) may result in the bringing of disciplinary charges for Misconduct (as defined in the Rules of The Association) against those involved pursuant to the Rules of The Football Association.

Section 1B: Process for Applying for an Abbreviated Therapeutic Use Exemption

- 1B1 An application for an abbreviated TUE:
- must not be made simultaneously to UK Sport and another Anti-Doping Organisation;
 - should be made on forms provided by The FA, FIFA or UEFA, provided that they are in English and comply with the WADA International Standard for TUEs;
 - must be completed legibly, fully and accurately, in English, and must be signed by the Player and by any physician supporting the application;
 - must specify the dose, frequency, route and duration of proposed administration of the otherwise Prohibited Substance or Prohibited Method;
 - must include a statement by an appropriately qualified physician (a) identifying the Player's condition requiring treatment; (b) attesting to the necessity of the otherwise Prohibited Substance or Prohibited Method for treatment of that condition; and (c) explaining why an alternative, permitted medication cannot, or could not, be used in the treatment of the condition;

- must also enclose copies of any prior application(s) that the Player has made for the TUE, to whomever made, and the decision made on such application(s), or else must confirm that the Player has not made any prior application for the TUE;
- must provide complete, accurate and up-to-date contact details for the Player and for each physician supporting the application, including a current mailing address; and
- must be sent to UK Sport either by post, e-mail or fax to the following address, in an envelope marked "Private and confidential Abbreviated TUE Application":

Drug Free Sport

UK Sport

40 Bernard Street

London WC1N 1ST

or by e-mail to tue@uksport.gov.uk

or by fax to 0800 298 3362

- 1B2 Players should retain a copy of the application and enclosures sent to UK Sport, along with proof of the date of mailing/emailing/faxing.
- 1B3 UK Sport will assign a number to the application, and will carry out an administrative review of the application within three (3) working days of receipt to confirm that the application:
- falls within UK Sport's jurisdiction. If the applicant competes in European or International Competition, then UK Sport will forward the application to UEFA or FIFA for review. Any delay shall be at the risk of the Player, whose responsibility it is to make the application to the correct authority in the first place;
 - has been completed fully and accurately in accordance with paragraph 1B1, above;
 - is accompanied by sufficient medical information to demonstrate satisfaction of the criteria for grant of a TUE set out at paragraph 1A6 above; and
 - there is no reason on the face of the application (for example, treatment/substance not matching diagnosis) to deny the application.
- 1B4 If the application is incomplete and/or otherwise does not meet the requirements of paragraph 1B3, above, it will be returned to the Player with an explanation to that effect, and he/she shall be invited to reapply in compliance with the necessary requirements. Any delay shall be at the risk of the Player, whose responsibility it is to submit a proper and complete application.
- 1B5 If any query is raised concerning the content of the application, UK Sport may refer it to one of its designated UK Sport TUE Committee Chairpersons, who may either resolve the query him/herself or convene a UK Sport TUE Committee in accordance with paragraph 1A5 to resolve it.
- 1B6 If the application meets each of the requirements of paragraph 1B3, above, then it shall be deemed approved without the need for further review by a UK Sport TUE Committee (but subject to the right of review at paragraph 1B9, below) on the date that UK Sport acknowledges receipt of a properly completed abbreviated TUE application. UK Sport will issue a notice of such approval within five (5) working days to the Player. The approval notice will include the number assigned by UK Sport to the application, the duration of the exemption, and the permitted dose, frequency and route of administration of the otherwise Prohibited Substance or Method.
- 1B7 UK Sport will also send copies of the approval notice on a confidential basis to The FA, UEFA, FIFA and WADA.
- 1B8 The grant of an abbreviated TUE by UK Sport after an administrative review shall be without prejudice to the right of UK Sport at any time thereafter to refer the application to a UK Sport TUE Committee convened in accordance with paragraph 1A5, above, which shall conduct a full review of the application in accordance with paragraph 1A6, above, and may revoke the approval if it determines that the application does not satisfy (or no longer satisfies) the relevant criteria for grant of the application.

- 1B9 If an application for an abbreviated TUE is denied, or is initially approved but then revoked, the Player will be informed in writing as soon as practicable of the reasons for the denial/revocation and of his/her right to appeal against that decision in accordance with procedures set out at Section 1E of this Guide.
- 1B10 The submission of false or misleadingly incomplete information in support of a TUE application (including but not limited to the failure to advise of the unsuccessful outcome of a prior application to another Anti-Doping Organisation for such a TUE) may result in the bringing of disciplinary charges for Misconduct (as defined in the Rules of The Association) against those involved pursuant to the Rules of The Football Association.

Section 1C: Timing of Applications for TUEs and Effective Dates for TUE Grants

- 1C1 In accordance with the International Standard for TUEs, subject only to the possibility of retroactive grant of a TUE in line with paragraph 1C2 below, a Player is required to obtain a TUE as soon as the requirement for the TUE arises and no less than 21 days before participating in an event or competition.
- 1C2 Emergency or retroactive approval of an application for a TUE may be granted only where:
- (a) (i) emergency treatment or treatment of an acute medical condition was necessary; or
 - (ii) due to exceptional circumstances, there was insufficient time or opportunity for the Player to submit, or for the UK Sport TUE Committee to consider, an application prior to Doping Control; and
 - (b) the application for a retroactive TUE is made within fourteen days of the commencement of the administration of the relevant prohibited substance or use of the relevant prohibited method, as appropriate. Applications submitted after this time will not be considered, without exception.
- 1C3 If a Player is tested who is not required by the anti-doping rules applicable to him or her to obtain a TUE in advance of use, such Player must submit an application in accordance with Section 1 of this Guide either at the time of the test, for inclusion with the Sample collection documentation, or alternatively so that it is received by UK Sport no later than five (5) working days after the test is completed.
- 1C4 A Player may not assume that his/her application for a TUE (or for renewal of a TUE) will be granted. Any use or possession of a Prohibited Substance or Prohibited Method before an application has been granted shall be entirely at the Player's own risk.
- 1C5 A TUE granted by UK Sport or a UK Sport TUE Committee (as applicable) may be cancelled if the Player does not promptly comply with any requirements or conditions imposed by UK Sport or the UK Sport TUE Committee (as applicable) upon grant of the TUE.
- 1C6 On expiry of the term of a TUE granted by UK Sport or a UK Sport TUE Committee (as applicable), a Player who wishes to continue to use the Prohibited Substance or Prohibited Method in question must again apply for a TUE in accordance with Section 1 of this Guide.

Section 1D: Expiration or Cancellation of a TUE

- 1D1 A TUE granted pursuant to this Guide:
- (a) shall expire in accordance with paragraphs 1A9 and 1B6 at the end of any term for which the TUE was granted;
 - (b) may be cancelled by UK Sport if the Player does not promptly comply with any requirements or conditions imposed by UK Sport or the UK Sport TUE Committee (as applicable) upon grant of the TUE; or
 - (c) may be withdrawn by UK Sport or the UK Sport TUE Committee (as applicable) in accordance with paragraph 1B8 if it is subsequently determined that the criteria for grant of a TUE are not in fact met.

- 1D2 Expiration of a TUE pursuant to paragraph 1D1(a) shall take effect automatically at the end of the term for which the TUE was granted without the need for any further notice or other formality.
- 1D3 Cancellation of a TUE pursuant to paragraph 1D1(b) or withdrawal of a TUE pursuant to paragraph 1D1(c) shall be notified by UK Sport to the Player, with copies to The FA, FIFA, UEFA and all other relevant Anti-Doping Organisations. Such notice shall take effect upon receipt.
- 1D4 In the event of an expiration, cancellation or withdrawal of the TUE pursuant to paragraph 1D1, the Player shall not be subject to any consequences based upon his/her use or possession of the Prohibited Substance or Prohibited Method in question in accordance with the TUE at any time prior to the effective date of expiry, cancellation or withdrawal of the TUE. If the analysis of the Main "A" Sample indicates the presence of a Prohibited Substance or the use of a Prohibited Method, The FA shall consider whether such finding is consistent with use of the Prohibited Substance or Prohibited Method prior to that date, in which case there shall be no case to answer.

Section 1E: Process for Appealing a Denial or Conditional Grant of a Therapeutic Use Exemption

- 1E1 A Player who wishes to appeal a decision of UK Sport (on an abbreviated TUE) or the UK Sport TUE Committee must lodge written notice of the appeal with UK Sport, specifying the grounds of the appeal, within fourteen (14) days of the date of receipt of the decision in question.
- 1E2 The notice should be sent to UK Sport at the following address, in an envelope marked "Private and confidential TUE Appeal":
- Drug Free Sport
UK Sport
40 Bernard Street
London WC1N 1ST**
- 1E3 UK Sport will pass the notice of appeal to one of its designated UK Sport TUE Committee Chairpersons (but not the one who was involved in the decision being appealed), along with the complete file of the original application. The Chair shall convene a new panel of experts (none of whom was involved in the decision being appealed), in accordance with the criteria set out at paragraph 1A5, above, to sit as the UK Sport TUE Appeal Panel determining the appeal.
- 1E4 The UK Sport TUE Appeal Panel will review the application, including the medical information provided, and make a decision as soon as reasonably practicable, in accordance with the criteria set out in the International Standard for TUEs and without being bound in any way by the decision being appealed.
- 1E5 The UK Sport TUE Appeal Panel shall make its decisions unanimously or by majority (with the Chair having a casting vote in case of a tie). Where it does not need any further opinion or information in relation to the appeal, the target will be to make a decision within seven (7) working days of its receipt of the appeal. Where it considers it appropriate to seek further medical or scientific opinion or information in relation to the appeal, whether from the Player or his physician or from a third party, the UK Sport TUE Appeal Panel shall do so as quickly as is practicable, provided that the identity of the applicant shall not be disclosed to any third party. UK Sport TUE Appeal Panel shall make its decision as soon as reasonably practicable after receipt of the further information or opinion. The Chair of the UK Sport TUE Appeal Panel will provide a copy of the written decision to UK Sport as soon as practicable, the target being within two (2) working days of the decision being made.
- 1E6 If the UK Sport TUE Appeal Panel grants the TUE, it shall detail in its decision (a) the duration of the exemption; and (b) any conditions or requirements that the Player must satisfy.

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- 1E7 If the UK Sport TUE Appeal Panel denies the TUE or imposes any conditions or requirements on its grant, it shall state its reasons for doing so in the decision itself.
- 1E8 UK Sport will send copies of the UK Sport TUE Appeal Panel's decision, on a confidential basis, to the Player, The FA, FIFA and UEFA as soon as possible. If the application is granted, then UK Sport will also send a copy on a confidential basis to WADA.
- 1E9 The foregoing provisions of this Section 1E shall be without prejudice to:
- (a) the right of a Player to request that WADA intervene and overturn any decision of UK Sport or the UK Sport TUE Appeal Panel on the grounds that such decision did not comply with the International Standard for TUEs;
 - (b) the right of WADA, on its own initiative, to reverse the grant of a TUE if it determines that such grant did not comply with the International Standard for TUEs;
 - (c) the right of The FA to appeal to the Court of Arbitration for Sport ("CAS") against any decision made by WADA or the UK Sport TUE Appeal Panel with respect to a TUE application originally submitted to UK Sport or the UK Sport TUE Committee; and
 - (d) the right of the Player (or FIFA or UEFA in accordance with their rules) to appeal to CAS against any decision made by WADA reversing the grant or denial of a TUE pursuant to this Guide.
- 1E10 Until such time as the grant of a TUE application made pursuant to this Guide has been reversed by WADA, or the denial of a TUE application made pursuant to this Guide has been reversed by WADA, or overturned on appeal, such grant or denial shall remain in full force and effect.

FA FOOTBALL AGENTS REGULATIONS

Introduction and Interpretation

These Regulations are made in accordance with the requirement of FIFA that National Associations have regulations governing the conduct and use of services of Agents.

These Regulations are made in accordance with Rule J and are binding on all Participants, and in particular Licensed Agents and Registered Agents (together referred to as Authorised Agents).

Any breach of these Regulations resulting in a charge for Misconduct shall be dealt with in accordance with the Rules of The Association and shall be determined by a Regulatory Commission of The Association. All other decisions by The Association pursuant to these Regulations shall be made by or under the authority of the Council of The Association or the Football Regulatory Authority (including Regulatory Commissions and/or an Agents Panel of The Association) as appropriate and shall be made at their absolute discretion.

Definitions are as set out in the Rules of The Association, and Appendix I. In dealing with any issue under these Regulations, The Association shall have regard to the reality and substance of any dealings or arrangements and not just their form. In the event of a conflict between these Regulations and the FIFA Players' Agents Regulations, these Regulations shall apply.

These Regulations come into effect on 1 September 2007.

A. GENERAL

1. A Player or Club must not at any time use the services of, or seek to use the services of, pay, or seek to pay, either directly or indirectly, an Unauthorised Agent in relation to any Agency Activity.
2. A Player or Club may retain only the services of an Authorised Agent or Exempt Solicitor in relation to any Agency Activity, or represent themselves.
3. A Player or Club must take all reasonable steps to satisfy themselves that any person carrying out or seeking to carry out any Agency Activity, whether directly or indirectly, is an Authorised Agent or Exempt Solicitor and is entitled to act under a valid Representation Contract or Exempt Solicitor Terms of Representation.

B. REPRESENTATION CONTRACTS, AGREEMENTS AND EXEMPT SOLICITOR TERMS OF REPRESENTATION

Representation Contracts and Agreements

1. An Authorised Agent and a Player or a Club must have entered into a validly executed written Representation Contract prior to that Authorised Agent carrying out any Agency Activity on his or its behalf. Before entering into a Representation Contract with a Player, or prior to varying an existing Representation Contract with a Player, the Authorised Agent shall:
 - a) inform the Player in writing that he should consider taking independent legal advice in relation to the Representation Contract; and
 - b) afford the Player a reasonable opportunity to take such legal advice, should the Player wish to take such advice; and
 - c) obtain the Player's written confirmation that either (i) he has obtained such legal advice or (ii) he has decided that he does not need to do so.
2. The Representation Contract must contain the entire agreement between the parties in relation to the Agency Activity, and shall, at a minimum, contain all Obligatory Terms of the relevant Standard Representation Contract. The parties may not, without the prior written authorisation of The Association (which shall be requested in accordance with Regulations K10 - K13 below) vary the Obligatory Terms. The parties may add other terms so long as they are consistent with the Obligatory Terms of the Standard Representation Contract and the requirements of these Regulations and the FIFA Players' Agents Regulations. The parties may seek The Association's confirmation that the Representation Contract and any additional terms are so consistent.

3. The requirement for a Representation Contract shall not apply in the case of a Registered Close Relation where no payment is to be made by or on behalf of the Player, whether directly or indirectly, to any person (a "Free RCR"). In the case of a Free RCR, a declaration (a "Free RCR Declaration") must be validly executed in such form as The Association may stipulate.
4. The Authorised Agent and the Club or Player must ensure that originals in triplicate of any and all Representation Contracts or Free RCR Declarations relating to them are lodged with The Association. Representation Contracts or Free RCR Declarations must be lodged as follows:
 - a) within 5 days of being executed; or
 - b) at the time of the registration of a Transaction or Contract Negotiation, if that is within the 5 days of the Representation Contract or Free RCR Declaration being executed.
5. Any term of a Representation Contract that breaches the requirements of these Regulations and/or the FIFA Players' Agents Regulations is not permitted. In such cases, The Association shall have the power to notify the parties of any such breach whereupon the parties shall either:
 - (i) remedy the breach by making the necessary amendments as notified; or
 - (ii) seek the permission of The Association (in accordance with Regulations K10 -K13 below) not to make those amendments. If The Association's permission is not granted then the parties shall remedy the breach as notified. Failure to incorporate the required amendments shall constitute a breach of these Regulations.
6. An Authorised Agent and a Club or Player must inform The Association in writing of any early termination, novation, variation or other event that affects the validity or status of a Representation Contract (save for the natural expiry of the contract), within 5 days of such event.
7. A Representation Contract or Exempt Solicitor Terms of Representation shall be limited to a maximum period of two years.
8. Transitional provisions shall apply in relation to Regulations B1 to B7 so that an Authorised Agent may carry out Agency Activity other than pursuant to a Representation Contract, provided that such activity is carried out pursuant to a pre-existing written representation agreement which is still in force and which complies with the regulations applicable at the time of its execution and which has been lodged with The Association.

Exempt Solicitor Terms of Representation

9. A Player or Club must have entered into Exempt Solicitor Terms of Representation prior to that Exempt Solicitor carrying out any Agency Activity for or on behalf of that Player or Club.
10. A Player or Club must ensure that originals in triplicate of the Exempt Solicitor Terms of Representation are lodged with The Association. Exempt Solicitor Terms of Representation must be lodged as follows:
 - a) within 5 days of it having been agreed; or
 - b) at the time of the registration of a Transaction or Contract Negotiation, if that is within the 5 days of the Exempt Solicitor Terms of Representation having been agreed.
11. A Club or Player must inform The Association in writing of any variation to the terms of the Exempt Solicitor Terms of Representation within 5 days of the terms being varied.

C. DUAL REPRESENTATION & CONFLICTS OF INTEREST

1. An Authorised Agent may only act for one party to a Transaction or Contract Negotiation. For the purposes of these Regulations, any Contract Negotiation between a Player and a Club arising out of or in relation to a Transaction shall be considered to be part of the Transaction, and not a separate matter.

2. An Authorised Agent must not, without the written authorisation of The Association (which shall be requested in accordance with Regulations K10 - K13 below), carry out any Agency Activity for or on behalf of a Club, and a Club must not use the services of any Authorised Agent or Exempt Solicitor, in any Transaction or Contract Negotiation in respect of a Player where the Authorised Agent or Exempt Solicitor:
 - a) has at any time in the previous two completed transfer windows or the period in between or since either (i) been a party to a representation agreement with that Player, or (ii) carried out any Agency Activity for or on behalf of that Player in a completed Transaction or Contract Negotiation involving that Club; or
 - b) has at any time in the previous two completed transfer windows or the period in between or since either (i) been a party to a representation agreement with that Player, or (ii) carried out any Agency Activity for or on behalf of that Player in a completed Transaction or Contract Negotiation involving any other Club (including for these purposes any club outside England); or
 - c) is a Connected Agent by reference to any other Authorised Agent falling within either of the categories (a) and (b) above.
3. An Authorised Agent must not, without the written authorisation of The Association (which shall be requested in accordance with Regulations K10 - K13 below), carry out any Agency Activity for or on behalf of a Club, and the Club must not use the services of an Authorised Agent or Exempt Solicitor, in any Transaction or Contract Negotiation in respect of a Player where the Authorised Agent or Exempt Solicitor:
 - a) has carried out any Agency Activity for or on behalf of another Club (including for these purposes any club outside England) in respect of the same Player either (i) in the immediately preceding completed Transaction or Contract Negotiation of that Player or (ii) at any time during the previous two completed transfer windows or the period in between or since; or
 - b) is a Connected Agent by reference to any other Authorised Agent falling within category (a).
4. A Club, Player or Authorised Agent must disclose in writing any actual or potential conflict of interest (not otherwise identified in Regulations C2, C3 and C5) in relation to a Transaction or Contract Negotiation and obtain the express written consent of the other parties involved in the matter, in order for the Transaction or Contract Negotiation to continue. The Club, Player and Authorised Agent must ensure that any such conflict of interest is declared in full as soon as possible to The Association (using the prescribed declaration form).
5. An Authorised Agent must not, without the written authorisation of The Association (which shall be requested in accordance with Regulations K10 - K13 below), carry out any Agency Activity for a Club, and the Club must not use the services of an Authorised Agent or Exempt Solicitor, in relation to a Player if the Authorised Agent, the Authorised Agent's Organisation (or a Connected Agent) or the Exempt Solicitor, has, or has had at any time in the previous two transfer windows or the period in between or since, either directly or indirectly, any interest in the Commercial Rights, including without limitation the image rights, of that Player. Such interest shall be defined as:
 - a) beneficial ownership of the Commercial Rights of the Player, either direct or indirect; and/or
 - b) any contractual or customary arrangement which involves the representation of the Player's Commercial Rights.
6. A Club, Player or Authorised Agent must not so arrange matters as to conceal or misrepresent the identity of the single party in whose interests the Authorised Agent actually acts in a Transaction or Contract Negotiation. In particular, the Authorised Agent shall not conclude a Representation Contract with a Club where the Authorised Agent in fact represents the interests of the Player in a Transaction or Contract Negotiation with that Club.

D. ORGANISATIONS WITH MORE THAN ONE AGENT

1. For the purposes of interpreting Sections C and G of these Regulations, the term "Authorised Agent" shall include Authorised Agents who are assigned or subcontracted to fulfil any obligations of another Authorised Agent in relation to a Transaction or Contract Negotiation and Connected Agents and the term "Exempt Solicitor" shall include Solicitors who work for the same regulated practice as the Exempt Solicitor.
2. For the avoidance of doubt, where an Organisation has more than one Authorised Agent, any and all such Authorised Agents must act on behalf of the same party to a Transaction or Contract Negotiation only.
3. An Authorised Agent shall use reasonable endeavours to ensure that an Organisation with which he is employed or retained shall comply with the requirements of the Rules of The Association and these Regulations in relation to Agency Activity carried out by that Authorised Agent.

E. DUTY OF PLAYERS, CLUBS AND AGENTS TO UPHOLD THESE REGULATIONS

1. An Authorised Agent, Club or Player is responsible for ensuring that he or it does not permit, nor allow nor suffer to take place, any breach of, or conduct in contravention of, the requirements of these Regulations, the Rules of The Association, and the Code of Professional Conduct.
2. A Club shall comply, and use reasonable endeavours to ensure, that its Club Officials, Manager and Players comply with the requirements of these Regulations.

F. REQUIREMENT TO INFORM THE ASSOCIATION OF THE IDENTITY AND ROLE OF AN AGENT, AND DETAILS OF REMUNERATION

1. An Authorised Agent, Club and Player must ensure that the name, signature and licence or registration number of each and every Authorised Agent or Exempt Solicitor carrying out any Agency Activity in relation to a Transaction or Contract Negotiation (whether directly or indirectly) is shown on all relevant contracts and documents as is required from time to time. This must include the name of the client, the name of any Organisation with which an Authorised Agent is associated, a description of the services provided, and all remuneration arrangements, including any remuneration paid or due to be paid to each and every person involved in the Transaction or Contract Negotiation. This obligation applies to any person who has carried out any Agency Activity in any part of a Transaction or Contract Negotiation (including where any duties or services or responsibilities are assigned or subcontracted).
2. If a Player or Club has not used the services of an Agent at any time in a Transaction or Contract Negotiation, this fact must be stated in all relevant documents in respect of such Transaction or Contract Negotiation.

G. REMUNERATION

1. An Authorised Agent or Exempt Solicitor may be remunerated by only one party to any Transaction or Contract Negotiation.
2. Payment must be made pursuant to, in the case of an Authorised Agent, the terms of the Representation Contract between the Authorised Agent and that party, or, in the case of an Exempt Solicitor, the terms of the Exempt Solicitor Terms of Representation between the Exempt Solicitor and that party. Methods of payment may include the payment of an hourly rate, a retainer or a commission (either by way of a lump sum or by instalments) in accordance with these Regulations.
3. An Authorised Agent must not make, or seek to make, any payments of any kind, either directly or indirectly, to any Club, Club Official, Manager or Player as a result of a Transaction or Contract Negotiation.

Remuneration of an Authorised Agent Acting for a Player

4. Where an Authorised Agent acts directly or indirectly for or on behalf of a Player, only that

Player may remunerate the Authorised Agent for the Agency Activity, whether directly or indirectly.

5. A Club must not remunerate or make any payment, including any payment in respect of the Commercial Rights or activity relating to a Player, to an Authorised Agent acting directly or indirectly for a Player in a Transaction or Contract Negotiation with the Club, other than by way of a genuine deduction in periodic instalments by the Player's Club from the salary payable to the Player, at the Player's written instruction, so that the sums are paid to the Authorised Agent on the Player's behalf in discharge of his obligation to his Authorised Agent contained in the Representation Contract between them.

Regulation

6. An Authorised Agent must not negotiate, seek or receive any remuneration or payment prohibited under G5 from a Club.
7. Where the Authorised Agent and the Player agree in the Representation Contract that a commission (either by way of lump sum or by instalments) is to be paid in respect of a Transaction or Contract Negotiation, it shall be calculated as a percentage of the Player's annual basic gross income (excluding any other benefits and/or any kind of bonus or privilege that is not guaranteed) set out in the employment contract concluded by the Player in respect of which he was represented by the Authorised Agent.
8. Where the Authorised Agent and the Player so agree that such a commission is to be paid, they shall also agree in the Representation Contract what the commission percentage shall be and whether the Player will remunerate the Authorised Agent with a lump sum payment at the start of that employment contract or whether he will pay by periodic instalments (and, if so, the regularity of such instalments).
9. Where the Authorised Agent and the Player agree periodic instalments and the Player's employment contract lasts longer than the Representation Contract, the parties shall also agree in the Representation Contract that the Authorised Agent is entitled to the agreed instalments after expiry of the Representation Contract, until the Player's employment contract expires or, if earlier, until the Player signs a new employment contract without the involvement of that Authorised Agent.

Remuneration of an Agent Acting for a Club

10. Any and all remuneration or payments of whatever nature, and howsoever arising, and whether direct or indirect, made to any person in relation to any Agency Activity for or on behalf of a Club, must be made by the Club only, and must be fully recorded in the accounting records of the Club, save that an Authorised Agent acting for a Club may pay a person with whom he has assigned or sub-contracted any Agency Activity duties or services or responsibilities in accordance with Regulation H4.
11. Any payment by a Club to an Authorised Agent or Exempt Solicitor, whether direct or indirect, other than a payment made by a Club under Regulation G5, must be made through The Association, using the relevant designated account as prescribed by The Association from time to time, save where a Registered Lawyer or Exempt Solicitor solely and exclusively provides Permitted Legal Advice to a Club. Payments will only be released by The Association upon receipt of the relevant information (including, but not limited to, the relevant contract and bank details) in relation to the payment.

Disclosure to The Association of all Remuneration to Authorised Agents

12. An Authorised Agent must disclose to The Association within 5 days of the completion of a Transaction or Contract Negotiation the full details of any and all remuneration or payments of whatever nature, and howsoever arising, and whether direct or indirect, that have been made or have been committed to be made to the Authorised Agent or to any person (including for the avoidance of doubt to any Registered Overseas Agent, Registered Lawyer, Exempt Solicitor or any person to whom any duties or services or responsibilities are assigned or subcontracted) in relation to any Agency Activity.

13. An Authorised Agent must, on or before 30 September each year, provide an itemised statement (in the form prescribed by The Association from time to time) to every Player that he represents (or has represented during the period), with a copy to The Association, covering the period 1 July of the previous year to 30 June of that year, which sets out any and all remuneration or payments of whatever nature charged by the Authorised Agent to the Player during that period.
14. An Authorised Agent must, on or before 30 September each year, provide an itemised statement (in the form prescribed by The Association from time to time) to The Association, covering the period 1 July of the previous year to 30 June of that year, which sets out any and all remuneration or payments of whatever nature charged by the Authorised Agent to Clubs during that period.

Remuneration of an Exempt Solicitor

15. Where an Exempt Solicitor acts directly or indirectly for or on behalf of a Player, only that Player may remunerate the Exempt Solicitor for the Agency Activity, whether directly or indirectly.
16. A Club must not remunerate, or make any payment, to an Exempt Solicitor acting directly or indirectly for or on behalf of a Player in a Transaction or Contract Negotiation with the Club, including any payment in respect of the Commercial Rights or activity relating to that Player.
17. Where the Player agrees in the Exempt Solicitor Terms of Representation that a commission (either by way of lump sum or by periodic instalments) is to be paid in respect of a Transaction or Contract Negotiation, the Player must ensure that it is calculated as a percentage of the Player's annual basic gross income (excluding any other benefits and/or any kind of bonus or privilege that is not guaranteed) set out in the employment contract concluded by the Player in respect of which he was represented by the Exempt Solicitor.

H. AUTHORISED AGENTS

1. An Authorised Agent shall not carry out any Agency Activity except as provided for by these Regulations.
2. An Authorised Agent shall be subject to and shall comply in all respects with the general requirements of these Regulations, the Rules of The Association and the Code of Professional Conduct.
3. An Authorised Agent shall serve and protect the best interests of his client at all times, which shall include but not be limited to notifying the client of all material facts in relation to any Transaction or Contract Negotiation.
4. Where an Authorised Agent assigns or subcontracts any Agency Activity duties or services or responsibilities, the Authorised Agent must:
 - a) obtain the prior written consent of his client; and
 - b) record the terms upon which those obligations are assigned or subcontracted in a single document; and
 - c) complete and lodge such document in triplicate in the same way as for a Representation Contract under Regulation B4.
5. An Authorised Agent is prohibited from assigning or subcontracting any Agency Activity to an Unauthorised Agent.
6. An Authorised Agent shall not, and shall not attempt to, either directly or indirectly:
 - a) enter into a Representation Contract with a Player or Club under an exclusive Representation Contract with another Authorised Agent;
 - b) approach a Player or Club under an exclusive Representation Contract with another Authorised Agent with a view to negotiating a Representation Contract with that Player or Club unless:

- (i) the Authorised Agent who is the other party to the exclusive Representation Contract has provided express written permission; or
 - (ii) the Representation Contract between the Player and the Authorised Agent has less than one month until termination by expiry of its term (provided that in any event no Representation Contract with another Authorised Agent may be concluded or have effect unless and until the current exclusive Representation Contract has terminated).
- c) induce a Player or Club to breach his or its Representation Contract with another Authorised Agent or his or its Contract with another Club or Player.

An Authorised Agent may however publicise his services generally.

7. No Authorised Agent nor any person acting on behalf of any such person, shall enter into negotiations, make any approach, take any steps, solicit or in any way facilitate discussions between parties with a view to a Transaction (including the making of statements to the media), or actually effect or become involved in any capacity in a Transaction (whether the same constitutes acting in the capacity of an Authorised Agent or not), unless:
- a) the Player's current Club has provided express written permission to the other Club to do so; or
 - b) the Club or Player, on behalf of whom the Authorised Agent is acting, is entitled to do so under the exemptions provided within the Rules of the FA Premier League, the Rules of the Football League or the Rules of FIFA.
8. An Authorised Agent (or an Authorised Agent's Organisation) shall not, save as set out in Regulation H8 and subject to the transitional provisions in Regulation K6, have an interest in a Club. Such interest shall be defined as:
- a) beneficial ownership of more than 5% of any entity, firm or company through which the activities of the Club are conducted; and/or
 - b) being in a position or having any association that may enable the exercise of a material financial, commercial, administrative, managerial or any other influence over the affairs of the Club whether directly or indirectly and whether formally or informally.
- Where an Authorised Agent is carrying out any Agency Activity for or on behalf of any party in relation to a Transaction or Contract Negotiation involving that Club, an interest for the purposes of this clause includes an interest of:
- i) a spouse, child, stepchild, parent or sibling of the Authorised Agent; and/or
 - ii) a company in which any legal or beneficial interest or any proportion or share is held by the Authorised Agent or any spouse, child, stepchild, parent or sibling of the Authorised Agent (save for a holding of less than 5%); and/or
 - iii) a company over whose affairs financial, commercial, administrative, managerial or any other control or influence can be exercised by the Authorised Agent or any spouse, child, stepchild, parent or sibling of the Authorised Agent.

9. An Authorised Agent must disclose to The Association in writing any contractual or customary arrangement whether formal or informal that exists between any such Authorised Agent (or an Authorised Agent's Organisation) and a Club whereby any money is paid by or on behalf of such Club to any such Authorised Agent (or such Authorised Agent's Organisation) whether or not such a payment is within the terms of any of these Regulations or any other relevant rules of any relevant governing or regulatory body. Such disclosure must be made within five days of the Authorised Agent entering into such a contractual or customary arrangement with a Club.
10. An Authorised Agent shall disclose to The Association full details of all remuneration of any nature received and/or made by him and/or an Organisation with which he is connected, as a result of any Agency Activity, which shall include where an Authorised Agent's activities, services, duties or responsibilities have been assigned or subcontracted. Disclosure is required as set out in The Association's registration forms. Disclosure is

required within 5 days of completion of any Transaction or Contract Negotiation to which the remuneration relates.

11. An Authorised Agent, or an Authorised Agent's Organisation, must not have, either directly or indirectly, any interest of any nature whatsoever in relation to a Registration Right, whether actual or potential, vested or contingent. This includes, but is not limited to, owning any interest in any transfer fee or future sale value of a Player.
12. An Authorised Agent must not carry out any Agency Activity in the place of, or on behalf of, or as agent or representative of, any Unauthorised Agent.
13. An Authorised Agent, or an Authorised Agent's Organisation, must not pass, either directly or indirectly, any remuneration of any nature in relation to Agency Activity to any Unauthorised Agent or any other person, regardless of which party carries out the Agency Activity, save as permitted under Regulation G10. This does not affect the ability of an Organisation to pay its unlicensed employees or staff pursuant to their employment or other contracts or any other parties for purposes unrelated to any Agency Activity.
14. An Authorised Agent shall not, either directly or indirectly, offer any inducement (whether monetary or in terms of money's worth or other valuable consideration) to a Player as an incentive to enter into a representation agreement with that Authorised Agent.
15. A Club Official or employee, or any person in an official position with FIFA, a confederation, any National Association or any organisation connected with these institutions, cannot be an Authorised Agent.
16. An Authorised Agent must not, either directly or indirectly, make any approach to, or enter into any agreement with, a Player in relation to any Agency Activity before
 - a) the 1st day in January of the year of the Player's sixteenth birthday; or
 - b) the 1st day in January of the final year of the Player's full-time education,¹whichever is the later, save with the prior written consent of The Association (requested in accordance with Regulations K10 - K13 below), which shall consider such matter only upon the written application of the Authorised Agent and the Player. For the avoidance of doubt Registered Close Relations are not subject to the prohibition set out in this Regulation.
17. An Authorised Agent cannot enter into a Representation Contract with a Player under the age of eighteen years of age unless it is countersigned by the Player's parent or legal guardian with parental responsibility.
18. An Authorised Agent must not charge or receive any fee or commission or payment or remuneration of any kind, either directly or indirectly, as a result of introducing a Player who is under 16 or still in full-time education to a Club.
19. An Authorised Agent who has had his Licence or Registration suspended or withdrawn may, on the occasion of any application for the grant of any Licence or Registration or the lifting of any suspension in respect of the Licence or Registration, be obliged, at the discretion of a Regulatory Commission, to reapply for the Licence or Registration.
20. Where an Authorised Agent's Licence or Registration is terminated and more than one year elapses from the date of termination the Authorised Agent must reapply for the Licence or Registration.
21. For the avoidance of doubt, an Authorised Agent is subject to disciplinary action for any breach of these Regulations, the Rules of The Association or the Professional Code of Conduct carried out whilst he was an Authorised Agent.

¹ Full-time education refers to a child who is of compulsory school age as defined by Section 8 of the Education Act 1996 (as amended by the Education Act 1997) or who is over the school leaving age but is for the time being attending aschool or in full-time education in an establishment of further education.

I. PLAYERS

1. A Player must not at any time use the services, either directly or indirectly, of an Unauthorised Agent in relation to any Agency Activity. A Player must not directly or indirectly make any payments to any Unauthorised Agent in respect of any Agency Activity.
2. A Player must ensure that his name and signature appear on all relevant documentation that is required to be lodged with The Association in connection with these Regulations.
3. A Player must ensure that the exclusivity of any Representation Contract entered into with an Authorised Agent is respected.
4. Subject to the transitional provisions in Regulation K5, a Player shall not have any interest in the business or affairs of an Authorised Agent or any Organisation through which an Authorised Agent conducts business. An interest for the purposes of this Regulation includes:
 - a) beneficial ownership of more than 5% of any entity, firm or company through which such activities are conducted by the Authorised Agent; and/or
 - b) being in a position, or having any association, that may enable the exercise of a material financial, commercial, administrative, managerial or any other influence over the affairs of the Authorised Agent's business, whether directly or indirectly and whether formally or informally.

Where an Authorised Agent is carrying out any Agency Activity for or on behalf of any party in relation to a Transaction or Contract Negotiation involving that Player, an interest for the purposes of this clause includes an interest of:

- i) a spouse, child, stepchild, parent or sibling of the Player; and/or
 - ii) a company in which any legal or beneficial interest or any proportion or share is held by the Player or any spouse, child, stepchild, parent or sibling of the Player (save for a holding of less than 5%); and/or
 - iii) a company over whose affairs financial, commercial, administrative, managerial or any other control or influence can be exercised by the Player or any spouse, child, stepchild, parent or sibling of the Player.
5. A Player must disclose to The Association any contractual or customary arrangement whether formal or informal that exists between any Player and any Authorised Agent (or an Authorised Agent's Organisation) or Exempt Solicitor whereby any money is paid by or on behalf of such Authorised Agent (or such Authorised Agent's Organisation) or Exempt Solicitor to such Player whether or not such a payment is within the terms of any of these Regulations or any other relevant rules of any relevant governing or regulatory body. Such disclosure must be made within five days of the Authorised Agent or Exempt Solicitor entering into such a contractual or customary arrangement with the Player.
 6. No Player nor any person (which includes but is not limited to an Authorised Agent) for or on behalf of a Player, shall enter into negotiations, make any approach, take any steps, solicit or facilitate discussions in any way between parties with a view to a Transaction, or actually effect or become involved in any capacity in a Transaction (whether the same constitutes acting in the capacity of an Authorised Agent or not), unless:
 - a) the Player's current Club has provided express written permission to do so; or
 - b) the Player is entitled to do so, under the exemptions provided within the Rules of the FA Premier League, the Rules of the Football League or the Rules of FIFA.
 7. In the event that a Player enters into Exempt Solicitor Terms of Representation with an Exempt Solicitor, that Player unconditionally and irrevocably consents to the Exempt Solicitor providing any information that the Exempt Solicitor is required and/or requested to provide to The Association under the Conditions of Exemption for Solicitors at Appendix III of the Regulations.

J. CLUBS

1. A Club must not at any time use the services, either directly or indirectly, of an Unauthorised Agent in relation to any Agency Activity. A Club must not directly or indirectly make any payments to any Unauthorised Agent in respect of any Agency Activity.
2. Clubs that wish to engage in any Transaction or Contract Negotiation may only deal with the following persons acting by way of representative of any other Club or any Player:
 - a) the Player himself;
 - b) the other Club;
 - c) an Authorised Agent acting for or on behalf of the Player or the other Club under a Representation Contract;
 - d) an Exempt Solicitor acting for or on behalf of the Player or the Club under Exempt Solicitor Terms of Representation;
 - e) in relation to a Transaction by which a Player shall become registered as a Player in England, and where the other Club is affiliated to another National Association, an Agent licensed by another National Association (provided always that such Agent may only act for the foreign Club).
3. Where a Player has a Representation Contract with an Authorised Agent, a Club must deal with that Authorised Agent in relation to any Transaction or Contract Negotiation unless the Player provides a prior written request not to do so, such written request also to be provided by the Player to the Authorised Agent as soon as reasonably practicable and in any event within 5 days of its execution.
4. A Club which pays to another Club a compensation and/or any Solidarity Payment, or other sum properly payable as consideration for, or in connection with, a Transaction shall take all reasonable steps to ensure that such amount is paid in full only to the other Club and/or any other Clubs and/or persons to whom the same is payable in accordance with any applicable competition rules and/or the Rules of The Association. A Club must not pay any of the amount, either partially or wholly, to any Agent involved in the Transaction, or to any other third party save with the express consent of the appropriate governing body in respect of the Transaction in question.
5. Subject to the transitional provisions in Regulation K5, a Club, Club Official or Manager must not have any interest in the business or affairs of an Authorised Agent or any Organisation through which an Authorised Agent conducts business. An interest for the purposes of this clause includes:
 - a) beneficial ownership of more than 5% of any entity, firm or company through which such activities are conducted by the Authorised Agent; and/or
 - b) being in a position, or having an association, that may enable the exercise of a material financial, commercial, administrative, managerial or any other influence over the affairs of the Authorised Agent's business, whether directly or indirectly and whether formally or informally.

Where an Authorised Agent is carrying out any Agency Activity for any party in relation to a Transaction or Contract Negotiation involving that Club, an interest for the purposes of this clause includes an interest of:

- i) a spouse, child, stepchild, parent or sibling of the Club Official or Manager; and/or
- ii) a company in which any legal or beneficial interest or any proportion or share is held by the Club, the Club Official or Manager or by any spouse, child, stepchild, parent or sibling of a Club Official or Manager (save for a holding of less than 5%); and/or
- iii) a company over whose affairs financial, commercial, administrative, managerial or any other control or influence can be exercised by the Club, the Club Official or Manager or any spouse, child, stepchild, parent or sibling of the Club Official or Manager.

6. A Club, Club Official or Manager must disclose to The Association any contractual or customary arrangement whether formal or informal that exists between any Club, Club Official or Manager and any Authorised Agent (or Authorised Agent's Organisation) or Exempt Solicitor whereby any money is paid by or on behalf of such Authorised Agent (or such Authorised Agent's Organisation) or Exempt Solicitor to any such Club, Club Official or Manager whether or not such a payment is within the terms of any of these Regulations or any other relevant rules of any relevant governing or regulatory body. Such disclosure must be made within five days of the Authorised Agent or Exempt Solicitor entering into such a contractual or customary arrangement with a Club, Club Official or Manager.
7. A Club is under an obligation to ensure that the exclusivity of any contract entered into with an Authorised Agent is respected.
8. A Club may instruct more than one Authorised Agent in respect of a Transaction or Contract Negotiation, where to do so does not conflict with the terms of the Representation Contract between any Authorised Agent and the Club.
9. No Club, nor any person (which includes but is not limited to an Authorised Agent) for or on behalf of a Club, shall enter into negotiations, make any approach or take any steps solicit or facilitate discussions in any way between parties with a view to a Transaction (including making statements to the media), or actually effect or become involved in any capacity in a Transaction (whether the same constitutes acting in the capacity of an Agent or not) unless:
 - a) the Player's current Club has provided express written permission to do so; or
 - b) the other Club is entitled to do so under the exemptions provided within the Rules of The Association, the Rules of the FA Premier League, the Rules of the Football League or the Rules of FIFA.
10. A Club shall not, and shall not attempt to, either directly or indirectly, induce or coerce a Player to breach the terms of the Player's representation agreement with his Authorised Agent.
11. In the event that a Club enters into Exempt Solicitor Terms of Representation with an Exempt Solicitor, that Club unconditionally and irrevocably consents to the Exempt Solicitor providing any information that the Exempt Solicitor is required and/or requested to provide to The Association under the Conditions of Exemption for Solicitors at Appendix III of the Regulations.

K. MISCELLANEOUS

Database and Disclosure

1. FIFA and The Association shall be entitled to publish the name, status and any licence or registration number of every Authorised Agent.
2. The Association may publish any decision made in accordance with these Regulations, including the name and any other relevant information of an Authorised Agent or Exempt Solicitor in relation to whom a disciplinary decision has been made, including where a Licence is suspended or withdrawn.
3. The Association may publish the identity of any and all Authorised Agents, Players and Clubs who at any time are, or have been, party to any Representation Contract or Exempt Solicitor Terms of Representation.
4. Clubs, Players and Authorised Agents shall take all necessary steps and execute all consents, assignments and documents required to enable The Association to exercise to the fullest extent the powers pursuant to this Regulation.

Interests in a Club and in Authorised Agents - Transitional Provisions

5. A Club, Club Official or Manager who has an interest prohibited under Regulation J5, or a Player who has an interest prohibited under Regulation I4, at the date of these Regulations

being passed, may continue to hold such interest provided that:

- a) such interest is disclosed in full to The Association; and
 - b) the Club or Player does not use the services of the Authorised Agent (either directly or indirectly) until such time as the interest is withdrawn or disposed of; and
 - c) the Club or Player does not engage in any Contract Negotiation or Transaction where the Authorised Agent acts (either directly or indirectly) on behalf of the Club, other Club or Player (as applicable) until such time as the interest is withdrawn or disposed of.
6. An Authorised Agent who has an interest prohibited under Regulation H8 may continue to hold such interest provided that:
- a) such interest is disclosed in full to The Association; and
 - b) the Authorised Agent does not act in any Contract Negotiation or Transaction (either directly or indirectly) which involves that Club until such time as the interest is withdrawn or disposed of.

Disputes

7. Any dispute as between an Authorised Agent, Player and/or Club in relation to a matter within the scope of these Regulations, including any Agency Activity, shall be dealt with as between the parties under Rule K (Arbitration) of the Rules of The Association.

Misconduct Relating to Matters within the Jurisdiction of another National Association or FIFA

8. The Association may, in its sole discretion, refer to another National Association and/or FIFA for resolution any complaint or allegation of a breach of these Regulations or of the FIFA Regulations applying to Agents where the subject matter involves any Transaction or Contract Negotiation where any Club, Player or Agent is subject to the jurisdiction of the other National Association and/or FIFA.

Severability

9. To the extent that any provision of these Regulations or its performance contravenes any applicable law or regulation, it shall be deemed to be null and void: provided, however, that such determination shall not affect the validity and enforce ability of any other provision of these Regulations, which shall remain in full force and effect.

Written requests for permission

10. The Association may provide written permission to a party to act in a manner other than in accordance with the requirements set out in Regulations B2, B5, C2, C3, C5, and H16 above where the party establishes to the satisfaction of The Association that all the circumstances make it appropriate to make an exception to allow the party to do so. Reliance on written waivers will not, in itself, be sufficient for these purposes.
11. A party requesting permission from The Association shall make a written submission to The Association setting out in full the grounds relied upon.
12. The written submission will be considered and determined by an Agents Panel of The Association and a decision communicated in writing to the parties as soon as reasonably practicable.
13. Any challenge to the decision of an Agents Panel of The Association shall be dealt with under Rule K (Arbitration) of the Rules of The Association.

APPENDIX I

DEFINITIONS

The following terms shall have the following meanings:

"Agency Activity" means acting in any way and at any time in the capacity of agent, representative or adviser to a Club or Player, either directly or indirectly, in the negotiation, arrangement, registration, or execution of any Transaction or Contract Negotiation other than as a Lawyer who is solely and exclusively undertaking or providing Permitted Legal Advice.

Reference in these Regulations to acting in the capacity of an Agent shall be construed accordingly. For the avoidance of doubt, a Player is not acting as an Agent when he carries out any Agency Activity in relation to any matter relating to himself and a duly authorised officer or employee of any Club is not acting as an Agent when he carries out any Agency Activity in relation to any matter relating to a Transaction or Contract Negotiation for or on behalf of that Club.

"Agent" means any person who carries out or seeks to carry out Agency Activity, including Authorised Agents and Exempt Solicitors.

"Authorised Agent" means, where the context so demands, a Licensed Agent and/or a Registered Agent. Licensed Agents are licensed by The Association in accordance with Appendix II. Registered Agents are, under Appendix III, either Registered Overseas Agents, Registered Close Relations, or Registered Lawyers.

"Close Relation" is a Player's parent, legal guardian, person with parental responsibility, sibling or spouse where, and only where:

- i) such responsibility or relationship exists between the Close Relation and the Player for whom they are acting or seeking to act in the capacity of Agent; and
- ii) no payment is made to the Close Relation by the Player, or by or to any other party, either directly or indirectly, in respect of them acting in the capacity of Agent for the Player.

"Club" means a football club in membership of a league sanctioned by The Association.

"Club Official" means any official, director, secretary servant or representative of a Club.

"Code of Professional Conduct" means the Code attached at Appendix IV.

"Commercial Rights" means any rights in relation to a Player arising from the use of the Player's image or from sponsorship or endorsements, or from any other commercial exploitation of rights not directly related to the Player's employment contract.

"Connected Agent" means an Authorised Agent who is connected to another Authorised Agent as a result of:

- i) being employed or retained by the same Organisation; or
- ii) them both being directors or shareholders in or co-owners of the same Organisation; or
- iii) them being married to one another, siblings of one another, or parent and child or stepchild; or
- iv) them having made any contractual or other arrangement whether formal or informal to co-operate in the provision of any agency services or to share the revenue or profits of any part of their Agency Activities.

"Contract Negotiation" means any negotiation or other related activity, including any communication relating or preparatory to the same, the intention or effect of which is *inter alia* to create, terminate or vary the terms of a Player's contract of employment with a Club. A completed Contract Negotiation is one that has so created, terminated, or varied the Player's contract of employment.

"Contract Player" means any player (other than a Trainee or Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

"day" means any day which is not a Saturday, Sunday or public holiday in England.

"English Transaction" means any Transaction in respect of which any of the Clubs involved is based in England, or in which any Player involved is one whose registration is held by any Club based in England.

"Exempt Solicitor" means any Solicitor who complies with the Conditions of Exemption for Solicitors at Appendix III of the Regulations.

"Exempt Solicitor Terms of Representation" means the terms, as set out in the Conditions of Exemption for Solicitors at Appendix III of the Regulations, between an Exempt Solicitor and a Player or Club prior to that Exempt Solicitor carrying out any Agency Activity for that Player or Club.

"Lawyer" means an individual retained to act as such by either a Player or a Club, who at all relevant times is duly authorised by the appropriate professional or regulatory body to act in the capacity of Solicitor or barrister in the United Kingdom, or the equivalent profession in a jurisdiction outside the United Kingdom.

"Licence" means a licence issued by The Association qualifying the Applicant to be and act in the capacity of a Licensed Agent.

"Licensed Agent" means an Agent holding a Licence issued by The Association in accordance with the applicable Regulations governing Agents.

"Manager" means the official of a Club responsible for selecting a Club team.

"National Association" means a national association that is affiliated to FIFA other than The Association.

"Non-Contract Player" means any Player (other than a Trainee or Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

"Obligatory Terms" means the clauses set out in a Standard Representation Contract, and marked bold (or bold and italics) therein, that parties are required under Regulation B2 to include unaltered in Representation Contracts.

"Organisation" means an agency, person, firm or company retaining, comprising, employing, or otherwise acting as a vehicle for one or more Authorised Agent.

"Out of Contract Player" means a Contract Player whose contract has expired.

"Permitted Legal Advice" means advice or assistance provided by a Lawyer to a Club or Player, either directly or indirectly, in relation to any Transaction or Contract Negotiation where:

- a) the Lawyer has entered into terms of engagement with the Player or Club in the form required by the Lawyer's professional regulator and solely operates under those terms; and
- b) the Lawyer is providing the advice or assistance as part of a practice which is regulated by the Lawyer's professional regulator; and
- c) the advice or assistance either relates to:
 - i) the legal form of the documents that arise out of the Transaction or Contract Negotiation, or the legal implications of that Transaction or Contract Negotiation, as opposed to the negotiation of the substantive terms of the Transaction or Contract Negotiation and, in particular, the remuneration terms of the Transaction or Contract Negotiation; or
 - ii) a dispute arising out of a Transaction or Contract Negotiation; and
- d) the Lawyer is remunerated in a manner which is consistent with the manner in which Lawyers are ordinarily remunerated for carrying out such advice or assistance.

"person" means a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's personal representatives, successors or permitted assigns.

"Player" means any Contract Player, Out of Contract Player, Non-Contract Player or other player who plays or is eligible to play for a Club.

"Registered Agent" means a Registered Close Relation, a Registered Lawyer, and/or a Registered Overseas Agent.

"Registered Close Relation" means any Close Relation who has registered with The Association in accordance with these Regulations.

"Registered Lawyer" means any Lawyer who has registered with The Association in accordance with these Regulations.

"Registered Overseas Agent" means any individual holding a licence entitling him to act in the capacity of an Agent issued by a National Association in compliance with the provisions of the FIFA regulations, and who has registered with The Association in accordance with these Regulations.

"Registration Right" means any right in relation to the registration of a Player with a club.

"representation agreement" means any agreement, arrangement or mandate, whether verbal or written, formal or informal, between an Agent (on the one hand), and a Player or Club (on the other), the purpose or effect of which is to cover the provision of any Agency Activity.

"Representation Contract" means a representation agreement which must comply with the Obligatory Terms of the Standard Representation Contract.

"Solicitor" means a person who has in force a practising certificate issued by the Solicitors Regulation Authority in accordance with Rule 20.01(1)(a) of the Solicitors' Code of Conduct.

"Solidarity Payment" means any payment made pursuant to the requirements of the FIFA Regulations for the Status and Transfer of Players in relation to Training Compensation and/or Solidarity Mechanism as defined within those regulations.

"Standard Representation Contract" is a Representation Contract in the form prescribed by The Association from time to time.

"Transaction" means any negotiation or other related activity, including any communication relating or preparatory to the same, the intention or effect of which is to facilitate or effect the registration of a Player with a Club, or the transfer of the registration of a Player from one Club to another (whether on a temporary or permanent basis). For the purposes of these Regulations, any Contract Negotiation between a Player and a Club arising out of or in relation to a Transaction shall be considered to be part of the Transaction, and not a separate matter. A completed Transaction is one that has so achieved the registration of the Player with a Club or the transfer of the registration from one Club to another.

"Unauthorised Agent" means any person who at any time acts in the capacity of an Agent who is not an Authorised Agent or Exempt Solicitor.

APPENDIX II

LICENSED AGENTS

Eligibility

- 1.1 Any natural person who is a European Union national domiciled in England, or any other natural person who has been resident in England for the two years prior to application, that wishes to act as a Licensed Agent (an "Applicant") shall send a written application to The Association in the form published by The Association from time to time. Applications from companies or other legal persons other than natural persons are not permitted.
- 1.2 The Applicant will be required to satisfy The Association of his good character and reputation, on terms that shall be stipulated by The Association from time to time. This shall include, but not be limited to, consideration of the Applicant's criminal record and financial history (e.g. any history of bankruptcy), eligibility under a "fit and proper person" test, and any history of dealings by the Applicant in relation to the game of football or otherwise which The Association may consider relevant to his acceptability, including any conduct of the Applicant as a Registered Close Relation, Exempt Solicitor, Registered Lawyer or Registered Overseas Agent. The requirements of this clause are ongoing and apply to all Licensed Agents throughout the period of their Licence.
- 1.3 If the Applicant has in the reasonable opinion of The Association acted as an Unauthorised Agent at any time in the two years up to and including the date on which the application is submitted then his application will be rejected.
- 1.4 An Applicant whose application is rejected at this stage may appeal to an Agents Panel in such form and according to such procedure as The Association may stipulate from time to time. An Agents Panel shall decide whether the application has been rejected fairly or unfairly according to such criteria and procedures as The Association may stipulate from time to time.
- 1.5 If an application is rejected, and the Applicant does not appeal, the Applicant may be barred from reapplying to The Association for a discretionary period from the date of formal notification of the rejection. If an Agents Panel rejects the appeal, the original decision will stand.
- 1.6 If an Agents Panel upholds the Applicant's appeal The Association will call the Applicant for the first available written examination to take place as set out below but shall not have any liability of any nature to any Applicant arising out of, or in connection with, any decision or action taken or omitted by The Association in relation to the Applicant's application or the determination of the same.
- 1.7 If an application is acceptable in accordance with these Regulations, The Association shall call the Applicant for a written examination. The Association will hold written examinations twice a year on dates as determined by FIFA.

Examination

- 2.1. The written examinations shall be held on identical dates throughout the world as set down by FIFA.
- 2.2. The Association will arrange the examination in good time, and give Applicants adequate notice by posting a notice on The Association's website.
- 2.3. The basic terms, conditions, content and nature for the examination and the procedure shall be determined by FIFA and The Association from time to time. The examination shall be set as a multiple choice test. The Applicant will be considered to have passed the examination if he has attained the minimum marks fixed by FIFA. Each Applicant shall be tested on the following subjects:
 - a) familiarity with all relevant rules and regulations of football, especially in connection with transfers; and
 - b) familiarity with relevant civil law including the law of contract.

- 2.4. Each examination shall contain twenty questions, fifteen on international regulations and five on national regulations. Each National Association shall set its own questions on national subjects and FIFA will set the questions on its own statutes and regulations and send the examination papers to be used to the National Associations. FIFA will fix the minimum marks required to pass the examination. Each correct answer will be awarded between one to three marks, depending on the degree of difficulty of the question. The National Associations shall inform the Applicant of the minimum marks to be attained before they take the examination. The examination papers shall be marked immediately after the examination and the Applicant informed of the outcome. An Applicant who fails to attain the minimum marks may immediately reapply to retake the examination.
- 2.5. If an Applicant fails to attain the minimum marks at the second try, he may not retake it until the next two examination dates have elapsed. Only then may he apply to take the examination a third time, in which case he may choose to be examined by the National Association or by FIFA.
- 2.6. Any Applicant who fails to attain the minimum marks after the third try, or any subsequent try, may not take the examination again for another two years.
- 2.7. The Association shall charge a non-refundable administration fee payable upon application as published by The Association from time to time.
- 2.8. If an Applicant scores the minimum amount or more of the marks required by FIFA to pass the examination, the Applicant shall be awarded a licence subject to compliance with these Regulations, and the provisions relating to Insurance in particular. As a prerequisite to the grant of a Licence, a successful Applicant must sign a Code of Professional Conduct attached at Appendix IV.
- 2.9. The Association will notify the Applicant in writing of the result of the written examination and confirm the grant of a Licence. An Applicant is not entitled to act in the capacity of, or hold himself out to be, a Licensed Agent unless and until he has received the Licence. Should an Applicant act in the capacity of an Agent prior to receipt of the Licence, the Licence will be withheld or revoked.
- 2.10. The Association will notify FIFA of successful Applicants.

Licence Conditions

- 3.1 The Licence is strictly personal and not transferable and remains the property of The Association. Any Licensed Agent who has had his Licence suspended or withdrawn, or who terminates his activities in that capacity, must return his Licence to The Association.
- 3.2 A Licence shall be issued for an indefinite period (subject to suspension and/or withdrawal taking effect in accordance with these Regulations) and shall authorise the Licensed Agent to carry out Transactions and Contract Negotiations on a worldwide basis.
- 3.3 As soon as the Agent has received a Licence from The Association, he will be entitled to use the following designation, and no variation thereof, after his name in business relations: "Players' Agent licensed by The Football Association". A Licensed Agent shall not be entitled to hold himself out as having any connection with The Association other than this designation.
- 3.4 Each Licensed Agent agrees to fully and effectively indemnify The Association and to keep The Association fully and effectively indemnified against any and all damages, liabilities, penalties, fines, expenses (including legal expenses), actions, proceedings, demands and losses it suffers as a direct or indirect result of:
 - a) any breach by the Licensed Agent of these Regulations; and
 - b) any non-compliance by the Licensed Agent with any relevant laws or regulations of any relevant authority which shall, for the avoidance of doubt, include, but not be limited to, FIFA.
- 3.5 Each Licensed Agent shall confirm its indemnification as detailed above by execution upon request at any time of a deed of indemnity in such form as may be stipulated by The Association from time to time.

- 3.6 In granting the Licence under these Regulations, The Association makes no representation or warranty as to the ability, expertise or bona fides of any Licensed Agent.
- 3.7 In accordance with the Rules and these Regulations, a Licensed Agent is obliged to disclose to The Association any matters that arise subsequent to the issue of a Licence that may be relevant for the consideration of these requirements.
- 3.8 Each Licensed Agent shall comply with such requirements as The Association may reasonably impose in relation to continuing professional development and training from time to time.
- 3.9 A Licensed Agent shall provide a signed annual declaration to The Association in such form as shall be determined from time to time. It shall be misconduct for a Licensed Agent to provide false, misleading or incomplete information to The Association.
- 3.10 Each Licensed Agent must keep an accurate bookkeeping record of any and all Agency Activity and related business activities and must keep all the corresponding books and records up to date at all times. This shall include proper file notes, written records of all meetings, negotiations, discussions or conversations and correspondence which form part of any Agency Activity.
- 3.11 A Licensed Agent must notify The Association of the full and correct account details of the Licensed Agent's account through which remuneration for Agency Activity is received and any related payments are made.

Professional Indemnity Insurance

- 4.1 An Applicant or Licensed Agent must procure and maintain at all relevant times professional liability insurance in accordance with the requirements of FIFA, The Association and any domestic industry standards as determined from time to time, whether as set out herein or elsewhere (and/or in any subsequent version of these Regulations from time to time) (the "Insurance"). The Insurance shall as a minimum cover any claims for compensation against a Licensed Agent arising from his failure to exercise reasonable skill and care in carrying out his professional activities as a Licensed Agent. The policy shall be worded in such a way that the relevant risks connected with a Licensed Agent's occupation are covered. The Insurance shall cover claims on a "claims made"² basis in accordance with the principles governing the operation of the UK insurance market.
- 4.2 The Applicant or Licensed Agent is responsible for ensuring that Insurance is in place at all times. In the event that Insurance is not in place for any reason to the level and on the terms required by FIFA or The Association, then the Agent concerned will be deemed to be an Unauthorised Agent and may not carry out Agency Activity unless and until the appropriate Insurance cover is restored. In the event that the Insurance cover expires and is not renewed within a reasonable period as notified by The Association (or in the event that an Applicant does not obtain the appropriate Insurance within one year of successful completion of the examination), the Licensed Agent or Applicant will be considered to have terminated his activities and his Licence will be automatically withdrawn. In such circumstances, the Licensed Agent or Applicant will be required to resubmit to the application process in full, should he wish to carry out any further Agency Activity.
- 4.3 The Applicant or Licensed Agent must provide evidence to the satisfaction of The Association that Insurance is in place. The Applicant or Licensed Agent shall ensure that the insurer provides The Association with confirmation, within the required number of days of a written request, of the terms of the policy, and that all relevant premiums have been paid up to date. The Association may request that the Applicant or Licensed Agent provide a copy of the insurance policy and proof of payment of relevant premiums, in which case it must be provided within 14 days of the request.

² The "claims made" basis provides cover for any claims notified during the period of insurance irrespective of when the original alleged error was made. This is the basis for all Professional Indemnity insurance cover insured through the UK insurance markets.

- 4.4 A Licence shall not be issued by The Association unless and until it has received the appropriate confirmation and a copy of the Insurance.
- 4.5 If a Licensed Agent or an Applicant is insured under a policy which covers more than one individual, it is the responsibility of each individual Licensed Agent or Applicant to ensure that the policy provides the necessary cover, and that The Association is informed accordingly.
- 4.6 No Licensed Agent may cancel Insurance until he has terminated his occupation in that capacity and his Licence has been returned, suspended or withdrawn in all respects. the Licensed Agent shall ensure that any claim for compensation made after termination of his occupation, which originates from his former activities as an Authorised Agent, is covered by the Insurance and that all necessary action is taken to effect all necessary "run off cover", and in such manner as The Association may stipulate from time to time.
- 4.7 The Professional Footballers' Association ("PFA") may conclude its own joint professional liability insurance policy with an insurance company to constitute the relevant Insurance (provided the same complies with the provisions of these Regulations) in respect of all bona fide officers or employees of the PFA who have been granted by The Association the status of Licensed Agents in accordance with these Regulations ("PFA Licence Holders"). The Insurance shall be in place to cover all named PFA Licence Holders whose names must be listed in the Insurance.

Organisations

- 5.1 Subject to paragraph 5.3, a Licensed Agent may subject in each case to the provisions of these Regulations operate through an Organisation. If he does so at any time during the preceding year, on 1 July each year the Licensed Agent must provide The Association with the following information:
 - a) The Organisation's officers and directors.
 - b) The shareholders, if a company, or owners details if not a company.
 - c) All employees and consultants of the Organisation (including details of their role(s).
 - d) Contact details for the Organisation including company name and registration number.
 - e) Such other information as The Association may specifically request in writing from him.
- 5.2 Subject to paragraph 5.3, a Licensed Agent must disclose to The Association any changes in the directors or officers or the ownership of the Organisation within 7 days of such being formally recorded.
- 5.3 Where more than one Licensed Agent carries on Agency Activity or any related activity through the same Organisation, the Licensed Agents of that Organisation shall collectively nominate a representative (who shall be one of the Licensed Agents), who shall be personally responsible for compliance with the requirements to provide information relating to the Organisation.
- 5.4 A Licensed Agent must procure that the Organisation with which he is associated complies with any requirement of The Association.
- 5.5 Where a Licensed Agent operates through an Organisation, he is responsible for ensuring that any unlicensed employees are restricted to performing administrative duties. Only the Licensed Agent is entitled to carry out Agency Activity.

APPENDIX III**REGISTERED AGENTS: REGISTERED OVERSEAS AGENTS, REGISTERED CLOSE RELATIONS AND REGISTERED LAWYERS****REGISTERED OVERSEAS AGENTS**

- 1.1 An individual who (1) holds a licence issued by a National Association in compliance with the requirements of the FIFA Players' Agents Regulations, and who (2) wishes to carry out any Agency Activity for or on behalf of a Club or Player in an English Transaction ("Overseas Registration Applicant"), must register in advance with The Association by completing in full and submitting the relevant registration documentation in the form published by The Association from time to time:
- a) For the avoidance of doubt, in the light of the definitions of "Club" and "English" Transaction set out in Appendix I, the registration requirement and the substantive requirements of these Regulations only apply to an overseas agent when and to the extent that he acts in a Transaction on behalf of either (i) a football club based in England and in membership of an English leagues anctioned by The Association or (ii) a professional football player whose registration is already held, or will after the Transaction on which the overseas agent acts be held, by such an English Club. They do not apply to an overseas agent when he acts on behalf of a foreign club, including a foreign club seeking by the Transaction on which the agent acts, to transfer a player to or from such an English Club. They do not apply to an overseas agent when he acts on behalf of a player registered with a foreign club unless that player is seeking by the Transaction on which the agent acts to transfer to such an English Club.
 - b) Any individual holding such a valid licence from another National Association is automatically entitled to registration.
 - c) There is no charge for registration.
 - d) Registration is achieved by submission of the correctly completed documentation.
 - e) Registration lasts indefinitely so long as the individual holds a valid licence from the other National Association (subject to its withdrawal or suspension as provided for below): the individual need not register on each occasion that he wishes to carry out any Agency Activity in an English Transaction.
 - f) There does not need to be any impending Transaction or Contract Negotiation for an individual to register. Overseas agents who consider that they may in the future wish to carry out any Agency Activity in an English Transaction on behalf of a Club or on behalf of a Player whose registration is already held, or will after the Transaction on which the overseas agent will act be held, by such a Club, may register in advance.
 - g) Registration can be renounced upon one month's written notice to The Association.
- 1.2 Upon receipt of the completed registration documentation, The Association shall issue written confirmation of registration as a Registered Overseas Agent (the "Overseas Registration") to the Overseas Registration Applicant and to the relevant National Association, and shall publish such Registered Overseas Agent's name in such manner as it considers appropriate.
- 1.3 Prior to registering, an overseas agent shall not be entitled to carry out any Agency Activity for or on behalf of a Club or Player whose registration is already held, or will after the Transaction on which the overseas agent acts be held, by such a Club, in an English Transaction. For the avoidance of doubt, nothing in the above prevents an overseas agent acting, without registering, on behalf of a foreign club seeking to transfer a player to or from a Club, or on behalf of a player registered with a foreign club, unless that player is seeking by the Transaction on which the agent acts to transfer to a Club.
- 1.4 An Overseas Registration is strictly personal and non-transferable and shall be issued for an indefinite period so long as the individual holds a valid licence from the other National

Association subject to suspension or withdrawal in accordance with these Regulations. An Overseas Registration entitles the Registered Overseas Agent to act in the capacity of an Authorised Agent in an English Transaction for or on behalf of a Club registered with the Association or for or on behalf of a Player whose registration is already held, or will after the Transaction on which the Registered Overseas Agent will act be held, by such a Club.

- 1.5 Without prejudice to any other provisions of an Overseas Registration, it shall constitute:
- a) an enforceable undertaking by the Registered Overseas Agent to act in accordance with these Regulations in any English Transaction when acting on behalf of a Club or on behalf of a Player whose registration is already held, or will after the Transaction on which the Registered Overseas Agent is acting be held, by such a Club; and
 - b) a submission by such Registered Overseas Agent to the authority and jurisdiction of The Association in respect of any act or omission of such Registered Overseas Agent arising out of or in connection with the Overseas Registration and/or any English Transaction in which he acted on behalf of a Club or on behalf of a Player whose registration is already held, or will after the Transaction on which the Registered Overseas Agent is acting be held, by such a Club.
- 1.6 The substance of these Regulations only applies to a Registered Overseas Agent when he acts in an English Transaction on behalf of a Club or on behalf of a Player whose registration is already held, or will after the Transaction on which the Registered Overseas Agent is acting be held, by such a Club. The Association will produce written guidance as to what the consequences of this principle are, and any overseas agent may contact The Association for assistance in relation to the issue.
- 1.7 Any Registered Overseas Agent who is found by a Regulatory Commission to have breached the Regulations, Rules or any of the terms and conditions of his Overseas Registration shall be bound by any decision of the Regulatory Commission. The sanctions which can be imposed by a Regulatory Commission in respect of a Registered Overseas Agent are:
- a) the issuing of a warning; and/or
 - b) reporting the Registered Overseas Agent to his or her licensing National Association; and/or
 - c) reporting the Registered Overseas Agent to FIFA; and/ or
 - d) suspension or withdrawal of the Overseas Registration.
- 1.8 In the event that a Regulatory Commission withdraws the Overseas Registration of a Registered Overseas Agent then The Association shall have the right to refuse a request of that Registered Overseas Agent for a new Overseas Registration on such terms and for such period as decided by the Regulatory Commission.
- 1.9 The Association may, at any stage, where appropriate and at its sole discretion, refer any matter in relation to the status or conduct of a Registered Overseas Agent to FIFA and/or the relevant National Association that issued the Registered Overseas Agent's original licence and/or to such other regulatory authorities as it sees fit.

REGISTERED CLOSE RELATIONS

- 2.1. A Close Relation may carry out Agency Activity as an Authorised Agent:
- a) for a Player, and in a Transaction or Contract Negotiation, relating directly to the Player, in respect of which a qualifying relationship exists; and
 - b) at such time and only for so long as such relationship exists.
- A "Close Relation" is a Player's parent, legal guardian, person with parental responsibility, sibling or spouse where, and only where:
- i) such responsibility or relationship exists between the Close Relation and the Player for whom they are acting or seeking to act in the capacity of Agent; and

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- ii) no payment is made to the Close Relation by the Player, or by or to any other party, either directly or indirectly, in respect of them acting in the capacity of Agent for the Player.
- 2.2 A Close Relation who wishes to carry out any Agency Activity for, or on behalf of a Player in an English Transaction ("Registered Close Relation Applicant"), must register in advance with The Association by completing in full and submitting the relevant registration documentation in the form published by The Association from time to time.
- a) Any such Close Relation is automatically entitled to registration.
 - b) There is no charge for registration.
 - c) Registration is achieved by submission of the correctly completed documentation.
 - d) Registration lasts indefinitely so long as the Close Relation qualifies as such in accordance with the above: the Close Relation need not register on each occasion that he or she wishes to carry out any Agency Activity.
 - e) There does not need to be any impending Transaction or Contract Negotiation for a Close Relation to register. Close relations who consider that they may in the future wish to carry out any Agency Activity may register in advance.
 - f) Registration can be renounced upon one month's written notice to The Association.
- 2.3 Upon receipt of the completed registration documentation, The Association shall issue written confirmation of registration as a Registered Close Relation (the "Close Relation Registration") to the Close Relation and to the relevant National Association (where appropriate), and shall publish such Registered Close Relation's name in such manner as it considers appropriate.
- 2.4 A Registered Close Relation Applicant shall not be entitled to carry out any Agency Activity for or on behalf of a Player in an English Transaction before registering.
- 2.5 A Close Relation Registration is strictly personal and non-transferable and shall be issued for an indefinite period so long as the Registered Close Relation qualifies as such subject to suspension or withdrawal in accordance with these Regulations. A Close Relation Registration entitles the Registered Close Relation to act in the capacity of an Authorised Agent in an English Transaction for, or on behalf of the Player with whom the Registered Close Relation has the relevant relationship or responsibility.
- 2.6 Without prejudice to any other provisions of a Close Relation Registration, it shall constitute an enforceable undertaking by the Registered Close Relation to act in accordance with these Regulations and a submission by such Registered Close Relation to the authority and jurisdiction of The Association in connection with any English Transaction and/or any act or omission of such Registered Close Relation arising out of or in connection with the Close Relation Registration and/or any English Transaction.
- 2.7 Any Registered Close Relation who is found by a Regulatory Commission to have breached the Regulations, Rules or any of the terms and conditions of his Close Relation Registration shall be bound by any decision of the Regulatory Commission. The sanctions which can be imposed by a Regulatory Commission in respect of a Registered Close Relation are: a) the issuing of a warning; and/or b) reporting the Registered Close Relation to FIFA; and/or c) suspension or withdrawal of the Close Relation Registration; and/or d) a fine.
- 2.8 In the event that a Regulatory Commission withdraws the Close Relation Registration of a Registered Close Relation then The Association shall have the right to refuse a request of that Registered Close Relation for a new registration on such terms and for such period as decided by the Regulatory Commission..
- 2.9 The Association may, at any stage, where appropriate and at its sole discretion, refer any matter in relation to the status or conduct of a Registered Close Relation to FIFA and/or the relevant National Association and/or to such other regulatory authorities as it sees fit.

REGISTERED LAWYERS

- 3.1 Save for Exempt Solicitors acting in accordance with the Conditions of Exemption for Solicitors, as set out in paragraph 4, any Lawyer who wishes to carry out any Agency Activity (which as defined in Appendix I excludes Permitted Legal Advice) for, or on behalf of, a Club or Player in an English Transaction ("Lawyer Applicant"), must register in advance with The Association by completing in full and submitting the relevant registration documentation in the form published by The Association from time to time:
- a) Any such Lawyer Applicant is automatically entitled to registration.
 - b) There is no charge for registration.
 - c) Registration is achieved by submission of the correctly completed documentation.
 - d) Registration lasts indefinitely so long as the Lawyer remains regulated by the Solicitors Regulation Authority or the Bar Council or any equivalent foreign bar or legal regulatory body (subject to its withdrawal or suspension as provided for below): the Lawyer Applicant need not register on each occasion that he or she wishes to carry out any Agency Activity in an English Transaction.
 - e) There does not need to be any impending Transaction or Contract Negotiation for a Lawyer to register. Lawyers who consider that they may in the future wish to carry out any Agency Activity in an English Transaction may register in advance.
 - f) Registration can be renounced upon one month's written notice to The Association.
- 3.2 Upon receipt of a the completed registration documentation, The Association shall issue written confirmation of registration as a Registered Lawyer (the "Lawyer Registration") to the Lawyer Applicant and to the relevant National Association (where appropriate), and shall publish such Registered Lawyer's name in such manner as it considers appropriate.
- 3.3 It is the Lawyer's responsibility to ensure that in the event that he wishes to carry out any Agency Activity, rather than Permitted Legal advice, that he registers with The Association. A Lawyer shall not be entitled to carry out any Agency Activity for or on behalf of a Club or Player in an English Transaction before registering.
- 3.4 A Lawyer Registration is strictly personal and non-transferable and shall be issued for an indefinite period so long as the Lawyer remains professionally qualified and regulated by the Solicitors Regulation Authority or the Bar Council or any equivalent foreign bar or legal regulatory body subject to suspension or withdrawal in accordance with these Regulations. A Lawyer Registration entitles the Registered Lawyer to act in the capacity of an Authorised Agent in an English Transaction for, or on behalf of a Club registered with The Association or the Player.
- 3.5 Without prejudice to any other provisions of a Lawyer Registration, it shall constitute an enforceable undertaking by the Registered Lawyer to act in accordance with these Regulations in any English Transaction and a submission by such Registered Lawyer to the authority and jurisdiction of The Association in connection with any English Transaction and/or any act or omission of such Registered Lawyer arising out of or in connection with the Lawyer Registration and/or any English Transaction.
- 3.6 Any Registered Lawyer who is found by a Regulatory Commission to have breached the Regulations, Rules or any of the terms and conditions of his Lawyer Registration shall be bound by any decision of the Regulatory Commission. The sanctions which can be imposed by a Regulatory Commission in respect of a Registered Lawyer are:
- a) the issuing of a warning; and/or
 - b) reporting the Registered Lawyer to the Law Society or Bar Council or to the Registered Lawyer's foreign bar or other legal regulatory body; and/or
 - c) reporting the Registered Lawyer to FIFA; and/or
 - d) suspension or withdrawal of the Lawyer Registration.

- 3.7 In the event that a Regulatory Commission withdraws the Lawyer Registration of a Registered Lawyer then The Association shall have the right to refuse a request of that Registered Lawyer for a new registration on such terms and for such period as decided by the Regulatory Commission.
- 3.8 The Association may, at any stage, where appropriate and at its sole discretion, refer any matter in relation to the status or conduct of a Registered Lawyer to FIFA and/or to such other regulatory authorities as it sees fit.

EXEMPTION FOR SOLICITORS FROM THE OBLIGATION TO REGISTER AS A REGISTERED LAWYER

- 4.1 A Solicitor who wishes to carry out any Agency Activity for, or on behalf of, a Club or Player in an English Transaction, shall not be required to register with The Association in accordance with paragraph 3 of Appendix III and shall have no obligations under these Regulations save under this paragraph provided that the Solicitor carries out the Agency Activity in accordance with the conditions of exemption set out in paragraphs 4.3 – 4.24 below (the "Conditions of Exemption for Solicitors").
- 4.2 In relation to each of the Conditions of Exemption for Solicitors under which a Solicitor may be required or requested to disclose information or documents to The Association (namely paragraphs 4.5, 4.6, 4.8, 4.15, 4.26 and 4.27), that disclosure shall be subject to the duty of confidentiality in Rule 4.01 of the Solicitors' Code of Conduct.

Conditions of Exemption for Solicitors

Activity must be regulated by the Solicitors Regulation Authority

- 4.3 The Solicitor carries out Agency Activity as part of a practice which is regulated by the Solicitors Regulation Authority, namely where the Solicitor is acting as a solicitor in a sole practice or in partnership or as a member of a limited liability partnership with other solicitors in England and Wales or in employment with such sole practitioner or partnership.

Contracts and Disclosure

- 4.4 Prior to carrying out any Agency Activity on the client's behalf, the Solicitor agrees (as a minimum) the following terms in writing (which may include by way of email) with the client ("Exempt Solicitor Terms of Representation"):
 - a) the name of the client;
 - b) the name(s) of the person(s) within the Solicitor's practice who will be carrying out the work;
 - c) the fact that the work is being carried out pursuant to the Conditions of Exemption for Solicitors under these Regulations;
 - d) the full terms of any remuneration and payment due in relation to the work;
 - e) the duration (if any is fixed) of the agreement between the Solicitor and the client; and
 - f) any restriction as to the manner in which the client may terminate the agreement with the Solicitor.
- 4.5 The Solicitor discloses the Exempt Solicitor Terms of Representation to The Association:
 - a) within 5 days of them having been entered into; or
 - b) at the time of the registration of a Transaction or Contract Negotiation, if that is within 5 days of them having been entered into.
- 4.6 The Solicitor discloses in writing to The Association any variation to the terms of the Exempt Solicitor Terms of Representation within 5 days of the terms having been varied.
- 4.7 The Exempt Solicitor Terms of Representation are limited to a maximum period of two years.
- 4.8 The Solicitor discloses to The Association within 5 days of the completion of a Transaction or Contract Negotiation the full details of any and all remuneration or payments of whatever

nature, and howsoever arising, and whether direct or indirect, that have been made or have been committed to be made to the Solicitor or to any person (including for the avoidance of doubt to any Authorised Agent, Registered overseas agent or Registered Lawyer or any other Solicitor or any person to whom any duties or services or responsibilities are assigned or subcontracted) in relation to any Agency Activity.

Conflicts of Interest

- 4.9 The Solicitor only acts for one party to a Transaction or Contract Negotiation.
- 4.10 The Solicitor does not carry out any Agency Activity for or on behalf of a Club in any Transaction or Contract Negotiation in respect of a Player where the Solicitor has at anytime in the previous two completed transfer windows or the period in between or since either (i) been a party to an agreement, a representation agreement or Exempt Solicitor Terms of Representation relating to Agency Activity, with that player, or (ii) carried out any Agency Activity for or on behalf of that Player in a completed Transaction or Contract Negotiation involving that Club or any other Club (including for these purposes any club outside England).
- 4.11 The Solicitor does not carry out any Agency Activity for a Club in relation to a Player if the Solicitor has, or has had at any time in the previous two transfer windows or the period in between or since, either directly or indirectly, any interest in the Commercial Rights, including without limitation the image rights, of that Player. Such interest shall be defined as:
- a) beneficial ownership of the Commercial Rights of the Player, either direct or indirect; and/or
 - b) any contractual or customary arrangement which involves the representation of the Player's Commercial Rights.
- 4.12 The Solicitor does not carry out any Agency Activity in the place of, or on behalf of, or as agent or representative of, any Unauthorised Agent.
- 4.13 The Solicitor does not arrange matters so as to conceal or misrepresent the identity of the single party in whose interest he actually acts in a Transaction or Contract Negotiation.
- 4.14 Where the Solicitor has an interest in a Club, such interest being defined as:
- a) beneficial ownership of more than 5% of any entity, firm or company through which Transaction or Contract Negotiation activities are conducted by the Club; and/or
 - b) being in a position, or having any association, that may enable the exercise of material financial, commercial, administrative, managerial or any other influence over the affairs of the Club whether directly or indirectly and whether formally or informally,
- the Solicitor does not carry out any Agency Activity for, or on behalf of, a Player or another Club in relation to a Transaction or Contract Negotiation involving the Club in which the Solicitor has an interest.
- 4.15 On request from The Association, and upon reasonable notice, the Solicitor discloses in writing to The Association any information relevant to these Conditions of Exemption for Solicitors, including any contractual or customary arrangement whether formal or informal that exists between any such Solicitor and a Club whereby any money is paid by, or on behalf of, such Club to any such Solicitor, whether or not such a payment is within the terms of any of these Regulations.

Remuneration

- 4.16 The Solicitor is only remunerated by his client in relation to the carrying out of any Agency Activity, and the Solicitor only negotiates, seeks or receives remuneration or payment from his client.
- 4.17 Where the Solicitor and the Player agree in writing that a commission (either by way of lump sum or by instalments) is to be paid for Agency Activity, it is calculated as a percentage of the Player's annual basic gross income (excluding other benefits and/or any kind of bonus

or privilege that is not guaranteed) set out in the employment contract concluded by the Player in respect of which he was represented by the Solicitor.

- 4.18 The Solicitor does not pass, either directly or indirectly, any remuneration or payment of any nature in relation to Agency Activity to any person outside of that Solicitor's regulated practice including, but not limited to, any Authorised or Unauthorised Agent.

Other Specific Requirements

- 4.19 The Solicitor does not, and does not attempt to, either directly or indirectly:
- 4.19.1 enter into Exempt Solicitor Terms of Representation with a Player or Club under an exclusive Representation Contract with an Authorised Agent; and/or
 - 4.19.2 approach a Player or Club under an exclusive Representation Contract with an Authorised Agent with a view to negotiating Exempt Solicitor Terms of Representation or a representation agreement with the Player or Club unless:
 - (i) the Authorised Agent who is the other party to the exclusive Representation Contract has provided express written permission; or
 - (ii) the Representation Contract between the Player and the Authorised Agent has less than one month until termination by expiry of its term (provided that in any event no Representation Contract with another Authorised Agent may be concluded or have effect unless and until the current exclusive Representation Contract has terminated); and/or
 - 4.19.3 induce a Player or Club to breach his or its Representation Contract with an Authorised Agent or his or its Contract with another Club or Player.

A Solicitor may however publicise his services generally.

- 4.20 Neither the Solicitor, nor any person acting on behalf of any such person, enters into negotiations, makes any approach, takes any steps, solicits or in any way facilitates discussions between parties with a view to a Transaction (including the making of statements to the media), or actually effects or becomes involved in any capacity in a Transaction (whether the same constitutes acting in the capacity of an Authorised Agent or not), unless:
- a) the Player's current Club has provided express written permission to the other Club to do so; or
 - b) the Club or Player, on behalf of whom the Solicitor is acting, is entitled to do so under the exemptions provided within the Rules of the FA Premier League, the Rules of the Football League or the Rules of FIFA; or
 - c) the Solicitor's actions and involvement are confined to the giving of Permitted Legal Advice.
- 4.21 The Solicitor does not have, either directly or indirectly, any interest of any nature whatsoever in relation to a Registration Right, whether actual or potential, vested or contingent. This includes, but is not limited to, owning any interest in any transfer fee or future sale value of a Player.
- 4.22 The Solicitor does not, either directly or indirectly, make any approach to, or enter into any agreement with, a Player in relation to any Agency Activity before
- a) the 1st day in January of the year of the Player's sixteenth birthday; or
 - b) the 1st day in January of the final year of the Player's full-time education
- whichever is the later, save with the prior written consent of The Association, which shall consider such matter only upon the written application of the Solicitor and the Player.
- 4.23 The Solicitor does not enter into Exempt Solicitors Terms of Representation with a Player under the age of eighteen years of age, in relation to the carrying out of Agency Activity, unless it is countersigned by the Player's parent or legal guardian with parental responsibility.

- 4.24 The Solicitor does not charge or receive any fee or commission or payment or remuneration of any kind, either directly or indirectly, as a result of introducing a Player who is under 16 or still in full-time education to a Club.Non-Exempt Solicitors.
- 4.25 The Association may determine that any Solicitor is a Non-Exempt Solicitor if it is satisfied that the Solicitor has breached any of the Conditions of Exemption for Solicitors.
- 4.26 The Association shall apply the process in Rule G of the Rules of The Association and the Association's Regulations for Football Association Disciplinary Action (as may vary from time to time) to make a decision concerning any alleged breach of the Conditions of Exemption for Solicitors as if it were misconduct under Rule E1(b) of the Rules of The Association, save that the measures that The Association may apply following a determination that a Solicitor has breached the Conditions of Exemption for Solicitors shall be limited to:
- a) the issuing of a warning; and/or
 - b) reporting the Solicitor to the Solicitors Regulation Authority; and/or
 - c) reporting the Solicitor to FIFA; and/or
 - d) a determination that the Solicitor is a Non-Exempt Solicitor on such terms and for such period as the panel considers appropriate and a determination that the Solicitor shall not be eligible for a Lawyer Registration for such period as The Association considers appropriate.
- 4.27 The Association shall permit the Solicitor to appeal a decision made under paragraph 4.26 above by applying the process set out in Rule H of the Rules of The Association and the Association's Regulations for Football Association Appeals where the Solicitor wishes to appeal the decision at first instance.

APPENDIX IV

Code of Professional Conduct

- 1.1 An Authorised Agent must act in compliance with the "Code of Professional Conduct".
- 1.2 An Authorised Agent must perform his duties to his client conscientiously and to conduct himself in any Agency Activity and any other business practices in a manner worthy of respect and befitting his profession.
- 1.3 An Authorised Agent must adhere to truth, clarity and objectivity in his dealings with his client, negotiating partners and other parties.
- 1.4 An Authorised Agent must act and protect the interests of his client in compliance with the law, and a sense of fairness, while creating clear legal relations.
- 1.5 An Authorised Agent must, without fail, respect the rights of negotiating partners and third parties. In particular, an Authorised Agent must respect the contractual relations of professional colleagues, and shall refrain from any action that could entice clients away from other parties.
- 1.6 An Authorised Agent must:
- a) conduct an appropriate level of bookkeeping in relation to his business activities as an Agent, keeping all records conscientiously and detailing his business activities faithfully in other records;
 - b) comply with the Rules and the Statutes and Regulations of FIFA;
 - c) produce an invoice showing his fees, expenses and any other charges upon first demand from his client.

NOTES

REGULATIONS RELATING TO ADVERTISING ON THE CLOTHING OF PLAYERS, CLUB OFFICIALS AND MATCH OFFICIALS

Introduction

These Regulations are made pursuant to FA Rule J2 and The Association's Regulations for the Registration and Control of Referees.

Clubs participating in International competitions must also comply with the relevant regulations of FIFA, UEFA and other Confederations.

It is recommended that clubs and clothing manufacturers seeking clarification of any of the regulations do so by referring to the specific competition rules and The Football Association.

The Football Association have produced an on-line version of these regulations providing a practical guide on how to apply these formal regulations. This can be found at www.TheFA.com/TheFA/RulesandRegulations/KitAdvertising

Definitions and Interpretation

"Advertising" means any designation, message, logo, trademark, name or emblem of any nature.

"Clothing" means the Match clothing of a Player, Club or Match Official and shall include without limitation shirts, shorts, socks, undershorts, t-shirts (or any other item of clothing worn under the shirt), sweat-bands, headbands, caps, tracksuits, gloves, waterproofs, sweat tops, sock tie-ups. Also, any outer garments worn by substitutes and Club Officials in the Technical Area at any time. Save where stated to the contrary, football boots are not considered as clothing.

"Clothing manufacturer" means any undertaking that carries out the business of the manufacture or licensing of football clothing and has been appointed by the Club concerned to supply the clothing.

"Club Officials" in these Regulations includes any Club Official as defined in the Rules who has team duties such as managers, coaches, physiotherapists, and doctors and includes any person who takes up a position in the Technical Area at any time during a Match

[Note: In calculating the area of any advertising referred to in these Regulations, the usual mathematical formula will be used, and any outlines or box surrounds of the relevant designation, message, name, logo, emblem or mark, and all included space, shall be considered as part of the area of advertising.]

A. General

1. Save as set out in these Regulations, advertising on clothing is prohibited during the period of a Match. This applies to Players, including substitutes, any others in the Technical Area, including Club Officials and to Match Officials. The rules of an Affiliated Association or Competition may provide that for matches under their jurisdiction a Club is obliged to obtain permission for any of the advertising listed in Section C below, subject always to these Regulations.
2. Where the rules of an Affiliated Association or Competition require a Club to obtain permission under A(1), a new application for permission must be made to the appropriate body each time it is proposed to amend the advertising. Subject to the provisions of Section B2 and Section C(5) below, or any relevant provisions of the appropriate Competition, there is no restriction on the number of such applications that may be made during the course of each season.
3. Disciplinary action in accordance with the Rules may be taken against a Club, Player, Club Official or Match Official for any breach of these Regulations.

4. The appearance on, or incorporation in, any item of clothing (including football boots) of any distasteful, threatening, abusive, indecent, insulting, discriminatory or otherwise ethically or morally offensive message, or any political message, is prohibited. The advertising of tobacco products is prohibited.
5. A Club shall observe all recognised advertising standards and in particular those of the Advertising Standards Authority.
6. Advertising entailing the use of numerals is permitted only if such numerals clearly form part of the advertising and cannot in any way be confused with Players' shirt numbers.
7. No colour or design may be used in advertising that might create problems of identification for Match Officials and/or opponents. The colour and design of the clothing of opponents, goalkeepers and match officials must be taken into account.
8. Without limiting the effect of the above, in the case of a team comprising players all under the age of 18 years on 31 August in the current season, the appearance on or incorporation in any item of clothing of any reference whatsoever to a product, service or other activity which is considered by The Association as detrimental to the welfare, health or general interest of young persons, or is otherwise considered inappropriate, having regard to the age of the players, is prohibited.
9. Any issues arising in relation to the interpretation or effect of these Regulations shall be referred to The Association for its determination, which shall be final and binding (subject to provisions relating to Match Officials).
10. A Club shall supply on demand to The Association any item of clothing for consideration as to whether it complies with these Regulations.

B. Permitted advertising (not relating to sponsors)

The following advertising is permitted:

1. Club emblem and name

The officially designated Club emblem, name, initials, nickname or a combination of such may appear:

- (a) once only on the front of the shirt, and once only anywhere on the shorts providing it does not exceed an area of 100 square centimetres; and
- (b) once only on each sock providing it does not exceed an area of 50 square centimetres.

An additional officially designated Club emblem, name, initials, nickname or a combination of such may appear on each sock providing it does not exceed an area of 50 square centimetres and it is not visible when wearing a football boot .

- (c) Once only on each sock tie-up providing it does not exceed an area of 100 square centimetres. The sock tie-up may show the Player's name, Player's squad number, Competition name, sponsor designation and date of match or any combination of the same. Clubs must receive the approval of the Competition for the use of sock tie-ups.

The officially designated Club emblem, name, initials, nickname or web site address, may appear once only on the collar or collar zone of a shirt and/or tracksuit, provided such does not exceed an area of 50 square centimetres.

2. Clothing Manufacturer

The established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only:

- (a) on the shirt and on the shorts provided it is an area no greater than 20 square centimetres;
- (b) on each of a goalkeeper's gloves, and on a goalkeeper's cap, provided such does not exceed an area of 25 square centimetres.
- (c) on each of an outfield player's gloves provided such does not exceed an area of 20 square centimetres.

- (d) on the front and back of any t-shirt or any other item of clothing worn under the shirt provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shirts during the period of the Match;
- (e) on undershorts worn under playing shorts provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shorts during the period of the Match;
- (f)
 - (i) The established mark, logo or name of a clothing manufacturer, or a combination of the same, may also appear up to twice on each sock between the top edge and the ankle, provided that it is an area no greater than 20 square centimetres for such mark, logo or name (or combination thereof) where it appears once on each sock or 10 square centimetres where it appears twice on each sock. It may be incorporated into the design of the socks, but must be limited to 10 square centimetres repeats and must be restricted to any turn-over on the socks.
 - (ii) An additional established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only on each sock providing it does not exceed an area of 50 square centimetres and it is not visible when wearing a football boot.
- (g)
 - (i) An additional established mark, logo or name of the clothing manufacturer may be used once or repeatedly on either/or both sleeves as part of the design on the trim or taping of shirts, shorts and socks. Such trim or taping shall be limited to down the outer seam of the shirt (armhole to the bottom of the shirt), or the length of the sleeve (neck to cuff), or across the bottom of each sleeve (cuffs) and to the bottom edge of the shorts or down the outer seam of the shorts and across the top edge of the socks.
 - (ii) The mark, logo or name of the clothing manufacturer which appears once or repeatedly, as part of the design on the trim or taping of the shirts, shorts and socks shall be restricted to a maximum width of 10cm on the shirts and shorts and to a maximum width of 5cm on brand-new (unworn) socks.
- (h) The same established mark, logo or name or combination must appear on all clothing of all Players and Club Officials wherever such advertising appears.
- (i) Once submitted to and approved by a Competition, the established mark, logo or name or combination on players' and club officials' clothing may not be modified during the course of that season, without the approval of the Competition.

3. Jacquard Weave

A jacquard weave or similar technique is allowed providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. The design of such jacquard weave may be the manufacturer's mark, logo or name, the club's officially designated emblem, name, nickname or a part of the same or names of individuals (e.g. club supporters).

The jacquard weave must be incorporated in the main colour and/or minor colours. It must neither dominate nor affect the distinctiveness of the kit and shall be restricted to two shades from the base colour using a standard Pantone reference manual.

Clubs must receive the approval of the Competition to apply the names of individuals into a jacquard weave or similar technique.

4. Product marks and seals of quality

An official licensing product mark or seal of quality is permitted on the outside of the clothing only if Competition rules so allow. However, it may not exceed 20 square centimetres in size. Such shall be placed only on shirts and on an area which is hidden when the shirt is tucked inside the shorts.

A second, smaller licensing mark or seal of quality is allowed on the shirt or shorts in the form of a label which must not exceed 12 square centimetres and must be placed along the torso outer seam.

5. Numbers

Where the Competition rules require a number on the back of the shirt, it should be clearly legible and positioned in the centre of the back of the shirt.

The number should be between 20 cm and 35 cm in height with provision for each competition to set specific criteria.

A number may also appear on the front of the shorts which must correspond with the number on the shirt.

The number should be between 10 cm and 15 cm in height with provision for each competition to set specific criteria.

The officially designated logo or name of the Competition or combination of the same may appear once only on each of the player's shirt numbers providing the logo, name or combination does not exceed an area of 20 square centimetres. No other advertising or any other marking is allowed on players' shirt numbers.

6. Players Names

The name of a player may appear on the back of shirts or tracksuits only if Competition rules so permit. The height of the lettering must not be greater than 7.5 centimetres.

7. Other Logos

The officially designated logo or name of an Affiliated Association or Competition may appear once only on each sleeve of shirts, provided Affiliated Associations or Competition rules so permit. Such mark must appear between the shoulder seam and the elbow and must not exceed 100 square centimetres.

The officially designated logo, name of any awards or titles won in previous seasons or commemorative occasions may appear on shirts, provided such does not exceed an area of 100 square centimetres and permission has been granted from the Competition in which the kit is to be worn.

C. Sponsor designations

The following advertising is permitted:

1. Playing kit

(a) On the clothing of a Player on the field of play, the following areas shall be permitted to be used for advertising

- One single area not exceeding 200 square centimetres on the front of the shirt
- One single area not exceeding 100 square centimetres on the back of the shirt; and
- One single area not exceeding 100 square centimetres on the back of the shorts
- Once only on each sock tie-up providing it does not exceed an area of 100 square centimetres.

In the event that a Club or Competition elects to have an area of sponsor advertising only on the front of the shirt, and on no other item of playing kit, that area may be increased to a maximum of 250 square centimetres if approved by the Competition.

No other advertising is permitted anywhere on the clothing of a Player on the field of play during a match. Such advertising can be used for advertising one or more companies and, in respect of any company, one or more of their products. The same advertising must appear in the same form on the clothing of all Players and Club Officials wherever such advertising appears, throughout the entirety of the match.

(b) Any advertising under C(1) must be clearly separated from the items described in B above.

2. Tracksuits and other clothing in the Technical Area

- (a) Advertising may appear on tracksuits, and other items of clothing other than the clothing of a Player, on the field of play during a match in accordance with the size and locations set out in C1 .

The advertising carried on the tracksuits and other clothing worn by Players and Club Officials in the Technical Area can be either :

- (i) the same sponsor(s) as worn on the playing kit (home or away strips)
 - (ii) be additional to the sponsors as worn on the playing kit
 - (iii) a single sponsor that is an official partner of the relevant competition
3. Clubs may conclude sponsorship arrangements with different companies in respect of advertising permitted under C(1) above for both their 'home' and 'away' strips. Where Competition rules allow for a third strip to be worn, this must carry advertising as worn on either the "home" or "away" shirt. The advertising must appear in the same form on the clothing of all Players and Club Officials wherever such advertising appears, throughout the entirety of the match.
4. Where a non-member Club wishes to include the name of a sponsor in its Club title, consent must be received in advance from the relevant Affiliated Association and where such consent is given, advertising on behalf of one company only shall be carried on the Club's match shirts, irrespective of the provisions of B (4) and C (1) above. No Full Member Club or Associate Member Club may include the name of a sponsor in its Club title without the consent of The Football Association.
5. No Club in Membership of the Football Conference, the Isthmian League, Northern Premier League or Southern Football League may include the name of a sponsor in its Club title without the consent of the competition and, in the case of a Full Member Club or Associate Member Club, the consent of The Football Association.
6. Clubs with more than one team may conclude separate shirt advertising agreements on behalf of each team.

D. Match Officials

No advertising of any nature, save as set out below, is permitted on Match Officials' clothing without the consent of The Association.

The following advertising is permitted:

1. The mark, logo or name of a clothing manufacturer or a combination of the same, may appear:
- (a) once only on the shirt provided it is an area no greater than 20 square centimetres;
 - (b) once only on the shorts provided it is an area no greater than 12 square centimetres;
 - (c) incorporated into the design of the socks, but must be limited to an area no greater than 12 square centimetres.

2. Jacquard Weave

A jacquard weave or similar technique shall be allowed providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. The design of such jacquard weave may be the manufacturer's mark, logo or name. The jacquard weave shading shall be restricted to two shades differing from the base colour, using a standard Pantone reference manual.

3. Sponsor Advertising

Sponsor Advertising in accordance with FIFA Equipment Regulations is permitted only on shirt sleeves and the total surface area of the advertising shall not exceed 200 square centimetres. Any sponsorship contract must be made between the sponsor and The Football Association. Individual Affiliated Associations or Leagues are not permitted to enter into sponsorship contracts.

4. Badges

Match kit shirts may carry the recognised badge of the appropriate Competition once only, which must be on either site of the breast pocket. This badge must not exceed an area of 20 square centimetres and, where it contains the established trademark, trade name or logo of a sponsor of the Competition, must be approved by The Association in advance.

In addition to the recognised competition badge the match kit shirt may carry once only on either site of the breast pocket an officially designated badge of FIFA, The Football Association, the relevant Affiliated Association or the Referees' Association (where relevant).

Sock Tie-Up

Each sock tie-up may show the name and/or badge of appropriate Affiliated Association or the Referees' Association providing it does not exceed an area of 100 square centimetres. No advertising is allowed.

THESE REGULATIONS ARE MADE PURSUANT TO RULE J1(F) OF THE ASSOCIATION.

Regulations for the Fit & Proper Person Test For Clubs Competing in The Football Conference Limited, The Southern Football League Limited, The Isthmian Football League Limited and The Northern Premier League Limited ("The Leagues")

("The Regulations")

1. Introduction

1.1 In these Regulations the following words shall have the following meanings:

"The Association" means The Football Association Limited, of 25, Soho Square, London, W1D 4FA.

"Authorised Signatory" means any person duly authorised by a resolution of its directors to sign The Declaration on behalf of a Club.

"Bankruptcy Order" means an order adjudging an individual bankrupt.

"Bankruptcy Restriction Order" and **"Interim Bankruptcy Restriction Order"** mean the orders of the same name made under the provisions of Schedule 1A of the Insolvency Act 1986.

"Club" means any association football club incorporated under the Companies Act (as a Company limited by shares or guarantee) that is, from time to time, a member of any of The Football Conference Limited, The Southern Football League Limited, The Isthmian Football League Limited and The Northern Premier League Limited.

"The Declaration" means either of the 'Fit and Proper Person' Declaration forms (Forms FAPPT 1 and FAPPT 2) as prescribed by The Association, and shown at Schedule 1 and 2 to these Regulations, such forms to be signed by both the Director and an Authorised Signatory (who may not be the same person).

"Director" means in respect of any Club, any individual person operating the powers that are usually associated with the powers of a director of a company incorporated under the Companies Act (as a company limited by shares or by guarantee) including, but not limited to:

- (a) a person exercising direct or indirect control over a corporate director of the Club;
- (b) a person registered as a director or secretary of the Club with the Registrar of Companies;
- (c) a person for whom a Form 288(a) (to be filed with the Registrar of Companies) has been completed in relation to the Club;
- (d) a person who has been elected to become a director of the Club at a meeting of the board of directors of the Club;
- (e) a person who has been elected to become a director of the Club at a meeting of the members of the Club;
- (f) a person in accordance with whose directions or instructions the persons constituting the management of the Club are accustomed to act; or
- (g) a person who exercises or is able to exercise direct or indirect control over the affairs of the Club. For the purposes of this definition, a person shall be regarded as being able to exercise direct or indirect control over the affairs of the Club in particular but without prejudice to the generality of the preceding words if that person owns or is entitled to acquire 30% or more of the share capital or issued share capital of the Club or the voting power in the Club.

There shall be excluded from the definition of Director any legal or professional advisers acting in their legal or professional capacity without any interest (in excess of a 5%

shareholding) in the Club other than as its advisers.

"Disqualifying Condition" means all or any of those criteria listed in The Declaration.

"Football Club" means any association football club (including, for the avoidance of doubt, a Club) that is a member of, or affiliated to, any of the following: -

- (a) The Football Association (including, for the avoidance of doubt, any member of any of the leagues set out in Rule A 2 of The Association);
- (b) any Affiliated Associations of The Football Association;
- (c) The Football Association of Wales;
- (d) The Scottish Football Association; and
- (e) The Irish Football Association.

"Individual Voluntary Arrangement" means an arrangement made under the provisions of Part VIII of the Insolvency Act 1986.

"Insolvency Event" refers to any one of the following:

- (a) A manager, receiver, administrator, administrative receiver, liquidator, provisional liquidator or supervisor to a voluntary arrangement is appointed in respect of the Football Club or any part of its undertaking or assets;
- (b) A Football Club applies for an Administration Order (as defined in Section 10 of Schedule B (i) of the Insolvency Act 1986) or an Administration Order is made in respect of it or it otherwise enters into Administration;
- (c) A winding-up order is made in respect of a Football Club;
- (d) A Football Club enters into any arrangement with a majority in value of its creditors in respect of the payment of its debts or any of them as a Company Voluntary Arrangement (under the Insolvency Act 1986, the Insolvency Act 2000 or the Enterprise Act 2000) or a Scheme of Arrangement (under the Companies Act 1985).
- (e) A Football Club passes a resolution pursuant to Section 84 (i) (c) of the Insolvency Act 1986 to the effect that it cannot by reason of its liabilities continue its business and that it is advisable to wind up.
- (f) A Football Club ceases or forms an intention to cease wholly or substantially to carry on its business save for the purpose or reconstruction or amalgamation or otherwise in accordance with the scheme of proposals that have previously been submitted to and approved to and approved in writing by its Board.
- (g) A Football Club convenes a meeting of its creditors pursuant to Section 95 or Section 98 of the Insolvency Act 1986.

"The Instruction" means the written notification from The Association to a Club and Director stating that an individual is not permitted to hold the position of Director. The notification will set out the facts forming the basis for The Instruction.

"The Notice" means the written request from The Association requesting a league to suspend a Club's membership in accordance with that League's constitution.

"Schedule of Offences" means the list of offences published by The Association from time to time (and shown at Schedule 3 of these Regulations). Any legislation referred to in Schedule 3 includes any such re-enactments or statutory modifications or additions thereto from time to time in force. The Association has the power to alter, add or delete such offences as it so determines.

"Serving Director" means any person qualifying as a Director of a Club before 1 February 2005 and continuing to qualify as such at that date.

"Sports Governing Body" means any ruling body of a sport that is registered with UK Sport/Sport England, or any corresponding national or international association.

- 1.2 In these Regulations, the phrase "qualifying as/qualifies as a Director" shall mean when an individual satisfies one or more of the criteria set out within the definition of Director as described above.

2. General

- 2.1 No Serving Director who becomes subject to a Disqualifying Condition on or after the 1 February 2005 may continue to act as a Director of a Club.
- 2.2 No Serving Director who is subject to a Disqualifying Condition as at 1 February 2005 for which he would be disqualified, save for the fact that he is a Serving Director, may become a Director of another Club until such time as he is no longer subject to the Disqualifying Condition.
- 2.3 No person who is subject to a Disqualifying Condition (and who is not a Serving Director) may become a Director of a Club.
- 2.4 Any Club that, after the 1 February 2005;
 - 2.4.1 fails to inform The Association of the identity of any individual who qualifies as a Director of that Club; or
 - 2.4.2 has, as a Director, a Serving Director who becomes subject to a Disqualifying Condition on or after 1 February 2005; or
 - 2.4.3 has, as a Director (but excluding Serving Directors), any person who is subject to a Disqualifying Condition;
shall be subject to such sanctions as are prescribed in accordance with these Regulations.
 - 2.4.4 Any person who is found to have signed and submitted a Declaration containing false information may be subject to such sanctions as are prescribed in accordance with these Regulations.

3. Reporting Requirements**3.1 Submission of Declaration**

- 3.1.1 Each Club shall, no later than 1 March 2005, provide to The Association a list of all Serving Directors, and, in respect of each Serving Director, a completed Declaration (Form FAPPT 1).
- 3.1.2 From the 1 February 2005, and not later than 21 days after any individual qualifies as a Director, a Club shall provide a completed Declaration in respect of that Director to The Association (FAPPT 2).
- 3.1.3 Any Club that fails to comply with the provisions of paragraphs 3.1.1 and/or 3.1.2, in providing The Association with a Declaration in respect of a Director shall be guilty of misconduct under the Rules of The Association.
- 3.1.4 The Association shall have the power to prescribe fixed fines in respect of any default, as per Schedule 4 to these Regulations. There shall be no appeal against any such penalties.
- 3.1.5 Persistent failure by any Club to comply with the provisions of paragraph 3.1.1 and 3.1.2, where persistent means failing to provide The Association with a Declaration in respect of any Director or Directors notwithstanding three written requests to do so shall similarly deemed to be Misconduct. The Association's powers to bring disciplinary proceedings under the Regulations shall apply.

3.2 Disqualifying Conditions

- 3.2.1 Upon the happening of an event that results in a Director becoming subject to any Disqualifying Condition(s) contained in a submitted Declaration, or that results in a change to any other information contained in the Declaration, the Club shall immediately advise The Association in writing.
- 3.2.2 Upon The Association becoming aware by virtue of the submission of a Declaration, or in the circumstances referred to in paragraph 3.2.1, or by any other means, that an individual is subject to at least one Disqualifying Condition, then The Association will issue The Instruction.

- 3.2.3 The Instruction will be sent by recorded delivery to the Club and the Director (to the address given on the individual's Declaration), and will be deemed to have been received by the Club and the Director the day after the date of sending.
- 3.2.4 Should confirmation not be received from the Director that he has ceased to act as such within 21 days of receiving The Instruction, then the Club will be similarly instructed. The Club will be instructed in writing by recorded delivery, and will be deemed to have received this instruction the day after the date of sending. The Club will have 28 days from the date of receipt to confirm to The Association that the individual has ceased to act as a Director.
- 3.2.5 There will be a right of appeal for the individual against the issuing of such an Instruction. Any appeal to The Association must be made in writing within 7 days of the receipt of The Instruction.
- 3.2.6 An appeal will be allowed only on the basis of a factual error contained within The Instruction.
- 3.2.7 Any hearing following the appeal will be held within 14 days of the appeal being lodged with The Association, and shall be held in accordance with the disciplinary procedures of The Association.

3.3 Submission of False Information on Declaration

- 3.3.1 Any Club or Director that negligently, recklessly or with intent provides to The Association a Declaration that proves to be false shall be deemed to have committed an act of Misconduct.
- 3.3.2 The Association shall have the power to prescribe fixed fines against a Club in respect of any such event, as per Schedule 4 to these Regulations.
- 3.3.3 Any individual found to have negligently, recklessly or with intent completed false information on the Declaration will be banned from participating as a Director for one year after any Disqualifying Conditions to which they are subject have ceased to apply.
- 3.3.4 There shall be no appeal against any such penalties.

4. Suspension of League Membership

Where: -

- 4.1.1 any individual at a Club qualifies as a Director in breach of any of paragraphs 2.1, 2.2, and 2.3, and that Club fails to remove that Director within 28 days of being instructed so to do by The Association (as per paragraph 3.2.4)

or

- 4.1.2 a Club is deemed to have persistently failed to comply with paragraph 3.1.1 and/or 3.1.2, as described in paragraph 3.1.5 above

then The Association may issue The Notice to the league of which the Club is a member.

- 4.2 There shall be no appeal by a Club against the serving of The Notice.
- 4.3 The suspension of the membership may be removed subject to the Association receiving satisfaction on the matter that caused it to be required.

5. Implementation

- 5.1 This Regulation comes into force on the 1 February 2005.

SCHEDULE ONE (FORM FAPPT 1)

THE DECLARATION

(SERVING DIRECTORS AT 1 FEBRUARY 2005)

TO BE COMPLETED BY ANY INDIVIDUAL QUALIFYING AS A DIRECTOR BEFORE 1 FEBRUARY 2005 (AND WHO IS STILL A SERVING DIRECTOR AT THIS DATE) OF A CLUB THAT IS A LIMITED COMPANY AND IS A MEMBER OF THE FOOTBALL CONFERENCE, THE ISTHMIAN LEAGUE, THE NORTHERN PREMIER LEAGUE, OR THE SOUTHERN FOOTBALL LEAGUE

Any individual completing this Form should read the Fit and Proper Person Regulations supplied to their Club Secretary or shown on TheFA.com before doing so.

Full name and full home address

.....

.....

Date of birth

Date of completion of this Declaration

Date qualified as a Director of Club named below

As a Serving Director of

(Please insert full company name and number of Club)

I can confirm that:

- (i) I am not subject to a disqualification order as a director of a UK registered company under the Company Directors' Disqualification Act 1986 (as amended);
- (ii) Since 1 February 2005, I have not been convicted of any of the offences as published by The Association in the Schedule of Offences, or where I have, this conviction is now considered spent under the Rehabilitation of Offenders Act 1974;
- (iii) Since 1 February 2005, I have not been banned by a Sports Governing Body from involvement in the administration of that sport;
- (iv) Since 1 February 2005, I have not been made subject to a Bankruptcy Order, Interim Bankruptcy Restriction Order or a Bankruptcy Restriction Order;
- (v) I am not (and have not been) a Director of
 - at least two Football Clubs that have each entered into an Insolvency Event whilst I have been a Director of those Football Clubs or;
 - one Football Club that has entered into two separate Insolvency Events whilst I have been a Director of that Football Club (for the avoidance of doubt, where any Football Club has been subject to more than one Insolvency Event during the process of compromising its creditors (for example administration followed by exit via a company voluntary arrangement, this will only count as one Insolvency Event);
 during any five year period commencing on or after the 1 February 2005.

I understand that the words or terms 'Bankruptcy Order', 'Bankruptcy Restriction Order', 'Interim Bankruptcy Restriction Order', 'Club', 'Serving Director', 'Declaration', 'Director', 'Football Club', 'Individual Voluntary Arrangement', 'Insolvency Event', 'Sports Governing Body', above have the meanings set out in the Regulations of The Association.

I, the Director, confirm that I have read the 'notes and definitions' that accompany this form and hereby consent pursuant to Schedule 2 and Schedule 3 of the Data Protection Act 1998 to The Association holding and processing the above 'personal data' and 'sensitive personal data' for the purposes of assessing my compliance with the Fit and Proper Person Test for Football Club Directors as set out in the Regulations of The Association.

I certify that the above information is correct and I acknowledge and agree that The Association shall be entitled to undertake such checks as may be necessary to verify the information contained within this declaration. I acknowledge that if I provide a false declaration then I am liable to such penalties as laid out in the Regulations of The Football Association.

I also acknowledge that, having submitted this Declaration, in the event that I become unable to satisfy any of the conditions (i) to (v) shown above, I must notify The Association immediately, and I will be unable to act as a Director of a Club from this time.

Signed	Name (Print)	Date
.....

Director

I hereby confirm on behalf of
(insert full company name and number of Club)

that the above information is correct. I acknowledge that if the Club gives a false declaration then it is liable to such penalties as laid out in the Regulations of The Football Association.

Signed	Name (Print)	Date
.....

For and on behalf of the board of.....
(insert full company name and number of Club)

Authorised Signatory (must be separate individual from that completing the Form)

SCHEDULE TWO (FORM FAPPT 2) – AS AMENDED FROM 1 SEPTEMBER 2007
THE DECLARATION**(DIRECTORS QUALIFYING ON OR AFTER 1 FEBRUARY 2005)**

TO BE COMPLETED BY ANY INDIVIDUAL QUALIFYING AS A DIRECTOR ON OR AFTER 1 FEBRUARY 2005 OF A CLUB THAT IS A LIMITED COMPANY AND A MEMBER OF THE FOOTBALL CONFERENCE, THE ISTHMIAN LEAGUE, THE NORTHERN PREMIER LEAGUE, OR THE SOUTHERN FOOTBALL LEAGUE

Any individual completing this Form should read the Fit and Proper Person Regulations supplied to their Club Secretary or shown on TheFA.com before doing so.

Full name and full home address

.....

Date of birth

Date of completion of this Declaration

Date qualified as a Director of Club named below

As a Director of

(Please insert full company name and number of Club)

I can confirm that:

- (i) I am not subject to a disqualification order as a director of a UK registered company under the Company Directors' Disqualification Act 1986 (as amended);
- (ii) I have not been convicted of any of the offences as published by The Association in the Schedule of Offences, or where I have, this conviction is now considered spent under the Rehabilitation of Offenders Act 1974;
- (iii) I am not banned by a Sports Governing Body from involvement in the administration of that sport;
- (iv) I am not subject to a Bankruptcy Order, Interim Bankruptcy Restriction Order or a Bankruptcy Restriction Order;
- (v) I am not subject to any form of disqualification or striking-off by a professional body, including, by way of example and without limitation, The Law Society, Bar Council or The Institute of Chartered Accountants in England & Wales;
- (vi) I have not been a Director of
 - at least two Football Clubs that have each entered into an Insolvency Event whilst I have been a Director of those Clubs or;
 - one Football Club that has entered into two separate Insolvency Events whilst I have been a Director of that Football Club (for the avoidance of doubt, where any Football Club has been subject to more than one Insolvency Event during the process of compromising its creditors (for example Administration followed by exit via a Company Voluntary Arrangement ('CVA')), this will only count as one Insolvency Event);
 in the five years preceding the date of the completion of this Declaration.

I understand that the words or terms 'Bankruptcy Order', 'Bankruptcy Restriction Order', 'Interim Bankruptcy Restriction Order', 'Club', 'Serving Director', 'Declaration', 'Director', 'Football Club', 'Insolvency Event', 'Sports Governing Body', above have the meanings set out in the Regulations of The Association.

I, the Director, confirm that I have read the 'notes and definitions' that accompany this form and hereby consent pursuant to Schedule 2 and Schedule 3 of the Data Protection Act 1998 to The Association holding and processing the above 'personal data' and 'sensitive personal data' for the purposes of assessing my compliance with the Fit and Proper Person Test for Football Club Directors as set out in the Regulations of The Association.

I certify that the above information is correct and I acknowledge and agree that The Association shall be entitled to undertake such checks as may be necessary to verify the information contained within this Declaration. I acknowledge that if I provide a false declaration then I am liable to such penalties as laid out in the Regulations of The Football Association. I also acknowledge that, having submitted this Declaration, in the event that I become unable to satisfy any of the conditions (i) to (vi) shown above, I must notify The Association immediately, and I will be unable to act as a Director of a Club from this time.

Signed	Name (Print)	Date
.....

Director

I hereby confirm on behalf of
 (insert full company name and number of Club)

that the above information is correct. I acknowledge that if the Club gives a false declaration then it is liable to such penalties as laid out in the Regulations of The Football Association.

Signed	Name (Print)	Date
.....

For and on behalf of the board of.....
 (insert full company name and number of Club)

Authorised Signatory (must be separate individual from that completing the Form)

SCHEDULE THREE

SCHEDULE OF OFFENCES COVERED BY THE FAPPT

STATUTE	SECTION	CHARGE
Criminal Justice Act 1987	12	Conspiracy to defraud
Criminal Justice Act 1987		Conspiracy to defraud (common law)
Prevention of Corruption Act 1906	1	Corrupt transactions with (public) agents, corruptly accepting consideration
Prevention of Corruption Act 1916	2	As above
Corruption at Common Law		Public official takes a bribe to act corruptly etc
Criminal Justice Act 1993	61	Insider dealing
Public Bodies (Corrupt Practices) Act 1889	1	Public servant soliciting or accepting a gift
Theft Act 1968	1	Theft
Theft Act 1968	2	Evasion of liability by deception
Theft Act 1968	3	Appropriates
Theft Act 1968	4	Property including money and other intangible matters
Theft Act 1968	6	Intention to permanently depriving
Theft Act 1968	15	Obtaining by deception
Theft Act 1968	15A + B	Obtaining a money transfer by deception
Theft Act 1968	16	Obtaining a pecuniary advantage by deception
Theft Act 1968	17	False accounting
Theft Act 1968	18	Liability of company officers where a company has been guilty of obtaining property by deception
Theft Act 1968	19	False statements by Company Directors
Theft Act 1968	20	Suppression of (company) documents
Theft Act 1968	24A	Retaining a wrongful credit
Theft Act 1968	32	Cheating the public revenue
Theft Act 1978	1	Obtaining services by deception
Theft Act 1978	2	Evasion of liability by deception
Cheating the Public Revenue at Common Law		Making false statements tending to defraud the public revenue
Companies Act 1985	733	Offences by bodies corporate
Companies Act 2006	1130	Criminal proceedings against unincorporated bodies
Companies Act 1985	741	Definition of 'shadow director'
Companies Act 1985	458	Punishment for fraudulent trading
Anti-Terrorism, Crime and Security Act 2001	109	Bribery and corruption committed outside the UK
Criminal Law Act 1977	5 (2)	Conspiracy to defraud at Common Law
Financial Services and Markets Act 2000	177	Offences – Providing false information to investigators
Financial Services and Markets Act 2000	346	Provision of false or misleading information to auditor
Financial Services and Markets Act 2000	397	Misleading statements and practices
Financial Services and Markets Act 2000	398	Misleading the Authority
Deeds of Arrangement Act 1914	17	Preferential payments to creditors by trustees

Debtors Act 1869	13	Fraudulent concealment removal of property
Customs & Excise Management Act 1979	168	Counterfeiting documents
Customs & Excise Management Act 1979	167	Untrue declarations etc
Customs & Excise Management Act 1979	170	Penalty for fraudulent evasion of duty etc
Customs & Excise Management Act 1979 evasion of excise duty	170B	Offence of taking preparatory steps for the
Value Added Tax 1994	72	Fraudulent evasion of VAT
Enterprise Act 2000	188,189, 190	Cartel offences
Proceeds of Crime Act 2002	327	Concealing etc
Proceeds of Crime Act 2002	328	Arrangements
Proceeds of Crime Act 2002	329	Acquisition, use and possession
Proceeds of Crime Act 2002	330	Failure to disclose: Regulated sector
Proceeds of Crime Act 2002 regulatory sector	331	Failure to disclose: nominated officers in the
Proceeds of Crime Act 2002	332	Failure to disclose: other nominated officers
Proceeds of Crime Act 2002	333	Tipping off
Proceeds of Crime Act 2002	342	Offences of prejudicing investigation
The Money Laundering Regulations 2003 (SI 2003 No.3075) replacing the 1993 and 2001 Regulations	Parts I, II and IV	The regulations extend to include anyone providing services by way of business in relation to the formation, operation or management of a company or a trust
Companies Act 1985	12 (3B)	Person making false statement under Section 12 (3A) which he knows to be false or does not believe to be true
Companies Act 1985	30 (5C)	Person making false statement under Section 30 (5A) which he knows to be false or does not believe to be true
Companies Act 1985	43 (3B)	Person making false statement under Section 43 (3A) which he knows to be false or does not believe to be true
Companies Act 1985	49 (8B)	Person making false statement under Section 49 (8A) which he knows to be false or does not believe to be true
Companies Act 1985	95 (6)	Knowingly or recklessly authorising or permitting misleading, false or deceptive material in statement by directors under Section 95 (5)
Companies Act 1985	110 (2)	Making misleading, false or deceptive statement in connection with valuation under Section 103 or 104
Companies Act 1985	114	Contravention of any of the provisions of Sections 99 to 104, 106
Companies Act 1985	117 (7)	Company doing business or exercising borrowing powers contrary to Section 117
Companies Act 1985	117 (7A)	Person making false statement under Section 117 (3A) which he knows to be false or does not believe to be true
Companies Act 1985	141	Officer of company concealing name of creditor entitled to object to reduction of capital, or wilfully misrepresenting nature or amount of debt or claim etc

Companies Act 1985	142 (2)	Director authorising or permitting non-compliance with Section 142 (requirement to convene company meeting to consider serious loss of capital)
Companies Act 1985	143 (2)	Company acquiring its own shares in breach of Section 143
Companies Act 1985	151 (3)	Company giving financial assistance towards acquisition of its own shares
Companies Act 1985	156 (7)	Director making statutory declaration (or statement) under Section 155, without having reasonable grounds for opinion expressed in it
Companies Act 1985	173 (6)	Director making statutory declaration under Section 173 without having reasonable grounds for the opinion expressed in the declaration
Companies Act 1985	189 (1)	Offences of fraud and forgery in connection with share warrants in Scotland
Companies Act 1985	189 (2)	Unauthorised making of, or using or possessing apparatus for making, share warrants in Scotland
Companies Act 1985	210 (3)	Failure to discharge obligation of disclosure under Part VI; other forms of non-compliance with that Part
Companies Act 2006	804 (2)	Failing to exercise powers under Section 803
Companies Act 2006	806	Default for failure to comply with Section 805
Companies Act 1985	216 (3)	Failure to comply with company notice under Section 212; making false statements in response etc
Companies Act 1985	221 (5) or 222 (4)	Company failing to keep accounting records (liability of officers)
Companies Act 1985	222 (6)	Officer of company failing to secure compliance with, or intentionally causing default under, Section 222 (5) (preservation of accounting records for requisite number of years)
Companies Act 1985	232 (4)	Default by director or officer of a company in giving notice of matters relating to himself for purposes of Schedule 6, Part 1
Companies Act 1985	233 (5)	Approving defective accounts
Companies Act 1985	234 (5)	Non-compliance with Part VII as to directors' report and its content; directors individually liable
Companies Act 1985	317(7)	Director failing to disclose interest in contract
Companies Act 1985	342 (1)	Director of relevant company authorising or permitting company to enter into transaction or arrangement, knowing or suspecting it to contravene Section 330
Companies Act 1985	342 (2)	Relevant company entering into transaction or arrangement for a director in contravention of Section 330
Companies Act 1985	342 (3)	Procuring a relevant company to enter into transaction or arrangement known to be contrary to Section 330
Companies Act 1985	376 (7)	Officer of company in default as to circulation of members' resolutions for company meeting

Companies Act 1985	389 (10)	Person acting as company auditor knowing himself to be disqualified; failing to give notice vacating office when he becomes qualified
Companies Act 1985	389A (2)	Officer of company making false, misleading or deceptive statement to auditors
Companies Act 1985	389A (3)	Subsidiary undertaking or its auditor failing to give information to auditors of parent company
Companies Act 1985	389A (4)	Parent company failing to obtain from subsidiary undertaking information for purposes of an audit
Companies Act 1985	391 (2)	Failing to give notice to registrar of removal of auditor
Companies Act 1985	392 (3)	Company failing to forward notice of auditor's resignation to registrar
Companies Act 1985	392A (5)	Directors failing to convene meeting requisitioned by resigning auditor
Companies Act 1985	403 (2A)	Person making false statement under Section 403 (1A) which he knows to be false or does not believe to be true
Companies Act 1985	458	Being a party to carrying on a company's business with intent to defraud creditors or for any fraudulent purpose
Companies Act 1985	458	Being a party to carry on company's business with intent to defraud creditors, or for any fraudulent purpose
Companies Act 1985	652E (1)	Person breaching or failing to perform duty imposed by Section 652B or 652C
Companies Act 1985	652E (2)	Person failing to perform duty imposed by Section 652B (6) or 652C (2) with intent to conceal the making of application under Section 652A
Companies Act 1985	652F (1)	Person furnishing false or misleading information in connection with application under Section 652A
Companies Act 1985	652F (2)	Person making false application under Section 652A
Companies Act 1985	685 (6A)	Person making false statement under Section 685 (4A) which he knows to be false or does not believe to be true
Companies Act 1985	686 (3A)	Person making false statement under Section 686 (2A) which he knows to be false or does not believe to be true
Companies Act 1985	691 (4A)	Person making false statement under Section 691 (3A) which he knows to be false or does not believe to be true
Football (Disorder) Act 2000	Schedule 1	Person subject to a Banning order (as defined)
Theft Act 1968	21	Blackmail
Theft Act 1968	22	Handling
Communications Act 2003	125	Dishonestly obtaining electronic communication services
Communications Act 2003	126	Possession and supply of apparatus for contravening Section 125
RIPA 2000	1 to 5	Unlawful interception of communication

Criminal Justice Act 1993	1 to 6	Conspiracy, attempt and incitement to commit acts performed abroad
Gaming Act 1845	17	Cheating at gaming activity
Forgery and Counterfeiting Act 1981	1	Forgery
Forgery and Counterfeiting Act 1981	2	Copying a false instrument
Forgery and Counterfeiting Act 1981	3	Using a false instrument
Forgery and Counterfeiting Act 1981	4	Using a copy of a false instrument
Forgery and Counterfeiting Act 1981	5	Offences which relate to money orders, share certificates, passports, etc
Forgery and Counterfeiting Act 1981	14	Offences of counterfeiting notes and coins
Forgery and Counterfeiting Act 1981	15	Offences of passing, etc counterfeit notes and coins
Forgery and Counterfeiting Act 1981	16	Offences involving the custody or control of counterfeit notes or coins
Forgery and Counterfeiting Act 1981	17	Offences involving the making, custody or control of counterfeiting materials and implements
Forgery and Counterfeiting Act 1981	20	Prohibition of exportation of counterfeit notes and coins
Forgery and Counterfeiting Act 1981	21	Prohibition of importation of counterfeit notes and coins
Criminal Attempts Act		Attempts to commit any of the offences on the full list

SCHEDULE FOUR FAPPT – OVERDUE FORMS FINE TARIFF

<i>Days Overdue</i>	<i>0-7</i>	<i>8-21</i>	<i>22 and over*</i>
<i>Football Conference</i>	<i>£250</i>	<i>£300</i>	<i>£500</i>
<i>Southern Football League/ Northern Premier League/ Isthmian Football League – Premier Divisions</i>	<i>£125</i>	<i>£200</i>	<i>£250</i>
<i>Southern Football League/ Northern Premier League/ Isthmian Football League – Non-Premier Divisions</i>	<i>£75</i>	<i>£100</i>	<i>£125</i>

* Clubs fined this amount for each period of four weeks that form remains unsubmitted.

FAPPT – FALSE INFORMATION FINE TARIFF

<i>League</i>	<i>Fixed Fine for Provision of False Information</i>
<i>Football Conference</i>	<i>£5,000</i>
<i>Southern Football League/ Northern Premier League/ Isthmian Football League – Premier Divisions</i>	<i>£1,000</i>
<i>Southern Football League/ Northern Premier League/ Isthmian Football League – Non - Premier Divisions</i>	<i>£500</i>

FIELD OFFENCES & FAST TRACK**SECTION A****DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES
in First Team Competitive Matches (FTCM)
FOR PLAYERS AND OFFICIALS OF CLUBS OF THE****FA Premier League, Football League and the Football Conference National Division****SEASON 2008/2009**

Note: FTCM are matches in the following competitions: FA Challenge Cup, FA Challenge Trophy, FA Premier League, Football League, Football League Cup, Football League Trophy and the Football Conference.

1. MATCH OFFICIALS' REPORTING OF OFFENCES**(a) Caution Offences**

Referees must submit a report to The Association by 12 noon on the day following a match stating the offence and giving a description of the incident.

(b) Sending Off Offences

Referees and Assistant Referees must submit a report to The Association by 12 noon on the day following a match stating the offence(s) and giving a description of the incident(s).

(c) If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending off offence. However, the attention of the Referee should be drawn to the correct procedure.

2. CAUTION OFFENCES - Administration

A Player who has been cautioned in a FTCM, will be notified through his Club by The Association of:

- (a) the offence reported by the Referee;
- (b) the total number of cautions recorded against the Player under these procedures during the current Season; and
- (c) any punishment resulting from the accumulation of these cautions.

An administration fee of £8.00 will be charged to the Player through the Club for the cost of processing each report.

3. SENDING OFF OFFENCES - Administration

A Player who has been sent off in a FTCM under the provisions of Law 12 will be notified through his Club by The Association of:

- (a) the offence reported by the Referee;
- (b) that he will be subject to the standard punishment (see Section 7).

An administration fee of £8.00 will be charged for the cost of processing each report.

4. MISTAKEN IDENTITY

(a) If a Player who has been cautioned or sent off in a FTCM claims that he was the victim of mistaken identity in relation to the imposition of such sanction, he may appeal to The Association. The Club on behalf of the Player must, by 1pm of the next working day following their game, notify The Association in writing (by fax or e-mail - Fax 020 7745 5777 or e-mail Disciplinary@TheFA.com) of their intention to submit a claim.

(b) By 1pm on the second working day following the incident, the Players and Club must submit in writing to The Association the evidence upon which the claim is founded, together with the relevant fee. Where possible, a written statement from the Player

responsible for the offence should be supplied. The details must, however, include:

- (i) a signed statement by the Player reported by the Referee that he was not responsible for the offence reported and identifying specifically the name of the person responsible; and
- (ii) a video and/or DVD of the incident.

The relevant fee, to be paid by cheque to The Football Association Limited, for Clubs in each League is as follows:

FA Premier League	£1,500
Football League Championship	£750
Football League 1	£500
Football League 2	£350
Football Conference National Division	£300

- (c) The Claim will be determined based on video and/or DVD and written evidence only. None of the Match Officials nor the Club or Player are entitled to be present or represented at the Regulatory Commission established for such purpose.
- (d) The Players and Club should note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by The Association.
- (e) The Association will empanel a Regulatory Commission to examine the claim, that will consider the matter prior to any suspension being served. The following procedures will be used at a Regulatory Commission unless the Regulatory Commission thinks it appropriate to amend them:
 - I. The Secretary of each Regulatory Commission will produce:
 - (i) The Referee's report, reports from any other Match Official and any other evidence supporting the Referee's action.
 - (ii) All statements and video and/or DVD and other evidence provided in support of the claim, including details of the Player;
 - II. After considering the evidence, the Commission will decide whether the claim should be rejected or successful.
 - III. (i) If the Commission's decision is to reject the claim, it will, in every case, go on to consider whether or not the player's punishment should be increased.
If the Commission considers that the rejected claim had no prospect of success and / or amounts to an abuse of process, the Commission shall have the discretion to increase the penalty up to twice the standard punishment set out in this Memorandum.
In all other cases, the Player reported by the Referee shall serve the standard punishment set out in this Memorandum.
 - (ii) If the Commission's decision is that the claim is successful, the standard punishment set out in this Memorandum is transferred from the record of the Player reported by the Referee to the appropriate identified offender, who will serve the standard punishment transferred by the Regulatory Commission.
 - IV. The decision will be conveyed to the Secretary of each Regulatory Commission, who will prepare Minutes of the decision of the Regulatory Commission and communicate the decision to the Club that day.
- (f) Should a Club have two FTCMs with no, or insufficient, working days in between for the claim for mistaken identity to be notified, lodged and heard by a Regulatory Commission, the following will apply:
 - I. Where there are no working days between two matches and a Club wishes to make a claim for mistaken identity, the Club shall notify The Association by fax and e-mail (using the contact details as set out in (a) hereabove) within 24 hours

of the dismissal. If, and only if, this notification is appropriately submitted, the Player will be eligible to play in the second match. Submission of evidence and the fee will still be required by 1pm on the second working day as set out in (b) hereabove.

- II. Where there are insufficient working days between two matches for a Regulatory Commission to decide on a claim for mistaken identity, the timetable for notification and submission as set out in (a) hereabove will still apply. However, a Player will be eligible to play in matches prior to the decision of the Regulatory Commission, provided the claim for mistaken identity has been appropriately notified.

In respect of these specific circumstances, particular attention should be paid to III. (i) hereabove, in respect of claims brought which had no prospect of success or amounted to an abuse of process.

Should a Player play in a match without the appropriate notification having been lodged as set out hereabove, this shall constitute Misconduct (as defined in the Rules of The Association).

- (g) If, despite the fact that evidence clearly shows that there is a case of mistaken identity, a Club does not lodge a claim within the specified time limits, The Association reserves the right within seven days of the alleged misconduct to request a Disciplinary Commission to review the matter.
- (h) A Club failing to lodge a claim for mistaken identity may be charged with Misconduct by The Association if there is evidence that the Club sought to gain an advantage by remaining silent on the matter.
- (i) The decision of the Regulatory Commission in relation to claims for mistaken identity is final and binding on all parties and not subject to appeal.
- (j) In the event that a claim is submitted for mistaken identity and wrongful dismissal for the same incident, the matter of mistaken identity will be considered first.

5. CLAIMS OF WRONGFUL DISMISSAL

- (a) A Player and his Club may seek to limit the disciplinary consequences of the dismissal of a Player from the Field of Play by demonstrating to The Association that the dismissal was wrongful.
- (b) A claim of wrongful dismissal may be lodged only for on-field offences which result in a sending off, except for two cautions leading to a dismissal.
- (c) The Regulatory Commission that considers a claim of wrongful dismissal is concerned with only the question of whether any sanction of a suspension from play is one which should be imposed in view of the facts of the case. This role is not to usurp the role of the Referee and the dismissal from the Field of Play will remain on the record of the Club and the Player, will remain the subject of the administration fee and will accrue the appropriate number of penalty points for a first team sending off.
- (d) The Club on behalf of the Player must, by 1pm on the next working day following the game, notify The Association in writing (by fax or e-mail - Fax 020 7745 5777 or e-mail Disciplinary@TheFA.com) of their intention to submit a claim. The claim will NOT proceed if this deadline is not met. The evidence upon which the claim is founded (which must include a video and/or DVD recording showing the incident from all available angles), must be submitted by the Player concerned or his Club, together with the relevant fee, by 1pm on the second working day following the incident. The relevant fee, to be paid by cheque to The Football Association Limited, for clubs in each league is as follows:

FA Premier League	£1,500
Football League Championship	£750
Football League 1	£500
Football League 2	£350
Football Conference National Division	£300

Important - forfeiture of fee for late withdrawal of a claim. It should be noted that where a claim is withdrawn after 5.00pm on the next working day following the game, any fee that has been submitted to The Association in respect of the claim WILL NOT be refunded. If the relevant fee has yet to be paid, the claimant will still be required to pay it to The Association. Failure to pay the fee in these circumstances will result in disciplinary action against the claimant.

Where a claim is withdrawn before the 5.00pm deadline, if any fee has been submitted, it will be refunded. If the relevant fee has yet to be paid to The Association the claimant will not be required to pay it.

- (e) The Claim will be determined based on video and/or DVD and written evidence only. None of the Match Officials nor the Club or Player are entitled to be present or represented at the Regulatory Commission.
- (f) Players and Clubs should note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by The Association.
- (g) Once the claim is lodged with The Association it will confirm that the video and/or DVD shows the incident as reported by the Referee / Assistant Referee and the claim has conformed with the criteria.
- (h) Prior to the commencement of the suspension, a Disciplinary Commission will be convened to decide the matter on any relevant documentary and video and/or DVD evidence submitted. The following procedures will be used at a Commission unless the Commission thinks it appropriate to amend them:

The Commission Secretary will produce:

- I. (i) The Referee's report, reports from any other Match Official and any other evidence supporting the Referee's action.
- (ii) All statements and video and other evidence provided in support of the claim, including details of the Player ;
- II. After considering the evidence, the Commission will decide whether the claim should be rejected or successful.
- III. If the Commission's decision is to reject the claim, it will, in every case, go on to consider whether or not the player's punishment should be increased.
If the Commission considers that the rejected claim had no prospect of success and / or amounts to an abuse of process, the Commission shall have the discretion to increase the penalty up to twice the standard punishment set out in this Memorandum.
In all other cases, the Player reported by the Referee shall serve the standard punishment as set out in this Memorandum. In all cases where a claim is rejected the fee shall be retained.
- IV. If the Commission's decision is that the claim is successful, the standard punishment set out in the Memorandum is withdrawn and the fee returned. The dismissal will not be counted for the purposes of paragraph 6(g) below.
The decision shall be conveyed to the Commission Secretary who shall prepare Minutes of the decision of the Commission and communicate the decision to the Club that day. The Club must provide the Commission with contact details.
- (i) Should a Club have two FTCMs with no, or insufficient, working days in between for the claim for wrongful dismissal to be notified, lodged and heard by a Regulatory Commission, the following will apply:

- I. Where there are no working days between two matches and a Club wishes to make a claim for wrongful dismissal, the Club shall notify The Association by fax and e-mail (using the contact details as set out in (d) hereabove) within 24 hours

of the dismissal. If, and only if, this notification is appropriately submitted, the Player will be eligible to play in the second match. Submission of evidence and the fee will still be required by 1pm on the second working day as set out in (d) hereabove.

- II. Where there are insufficient working days between two matches for a Regulatory Commission to decide on a claim for wrongful dismissal, the timetable for notification and submission as set out in (d) hereabove will still apply. However, a Player will be eligible to play in matches prior to the decision of the Regulatory Commission, provided the claim for wrongful dismissal has been appropriately notified.

In respect of these specific circumstances, particular attention should be paid to (h) III. here above, in respect of claims brought which had no prospect of success or amounted to an abuse of process.

Should a Player play in a match without the appropriate notification having been lodged as set out hereabove, this shall constitute Misconduct.

- (j) As a general guide, the following schedule will apply:

Match Day	Notice of Claim	Claim Lodged	Commission
Fri/Sat/Sun	Monday	Tuesday	Thursday

- (k) In the event that a Club submits a notification of their intention to claim wrongful dismissal but fails to complete the claim or withdraws a complete claim prior to it being considered by a Disciplinary Commission, and The Association believes that the notification or claim of wrongful dismissal had no prospect of success or amounted to an abuse of process, The Association may issue a charge of misconduct under FA Rule E3.
- (l) The decision of the Disciplinary Commission in relation to a claim of wrongful dismissal is final and binding on all parties and is not subject to appeal.

6. ***PUNISHMENTS – Relating to First Team Competitive Matches***

(a) CAUTIONS ADMINISTERED ON THE FIELD OF PLAY

- (i) If a Player accumulates five recorded cautions in FTCM between the opening day of the Playing Season and the last day in February in the same Season, he will be suspended automatically for a period covering: -

One First Team Match

- (ii) If a Player accumulates five recorded cautions in FTCM between the opening day of the Playing Season and the last day of the same Season, he will be: -

"Warned as to his Future Conduct"

- (iii) A Player who has already been subject to disciplinary action as a result of recording five cautions and then proceeds to record a further five cautions during the same Season, will be subject to the following punishments: -

- (iv) If a Player accumulates ten recorded cautions in FTCM between the opening day of the Playing Season and the second Sunday of April in the same Season, he will be suspended automatically for a period covering: -

Two First Team matches

- (v) If a Player accumulates ten recorded cautions in FTCM between the opening day of the Playing Season and the last day of the same Season, he will be: -

"Severely Censured and Warned as to his future Conduct"

- (vi) If a Player accumulates 15 recorded cautions in FTCM between the opening date of the Playing Season and the last day of the same Season, he will be suspended automatically for a period covering: -

Three First Team matches

- (vii) A Player who has already been subject to disciplinary action as a result of recording five, ten and 15 cautions, and who goes on to record 20 cautions in FTCM in the same Season, shall be required to attend a meeting of a Regulatory Commission, within seven days of the date of the last caution. The Members of a Regulatory Commission will have the power to deal with the Player in such manner as they deem fit. The same procedure will apply for every further five cautions recorded against that Player.
- (viii) Any period of suspension arising from recording cautions will commence on the seventh day following the date of his last offence. The suspension will cover all approved First Team matches until such time as his Club's First Team has completed the number of matches appropriate to the punishment in approved Competitions during the period covered by its opening league match and ending with the final match in which the Club is playing in an approved domestic Competition.
- (ix) Any period of suspension or part thereof which remains outstanding at the end of a Season must be served at the commencement of the next following Season.
- (b) PLAYERS SENT OFF UNDER LAW 12 (7)
- A Player who is dismissed from the Field of Play for receiving a second caution in the same match will be suspended automatically from FTCM commencing forthwith, until such time as his Club's First Team has completed its next FTCM.
- (c) PLAYERS SENT OFF UNDER LAW 12 (4) and (5)
- A Player who is dismissed from the Field of Play for denying a goal or an obvious goal-scoring opportunity by physical means or by handling the ball, will be suspended automatically from FTCM commencing forthwith, until such time as his Club has completed its next FTCM.
- (d) PLAYERS SENT OFF UNDER LAW 12 (6)
- A Player who is dismissed from the Field of Play for using offensive or insulting or abusive language/gestures, whether he has previously been cautioned in the match or not, will be suspended automatically from FTCM commencing forthwith, and until such time as his Club's First Team has completed its next two FTCM.
- (e) PLAYERS SENT OFF UNDER LAW 12 (1), (2) AND (3)
- A Player who is dismissed from the Field of Play for Violent Conduct, Serious Foul Play or spitting at an opponent or any other person, whether he has previously been cautioned in the match or not, will be suspended automatically from all Club football, including all FTCM and all non-first team domestic competitive matches commencing forthwith and until such time as his Club has completed three FTCM.
- (f) PLAYERS SENT OFF – COMMENCEMENT AND PERIOD OF SUSPENSION
- Any period of suspension arising from a dismissal from the Field of Play will commence forthwith, unless a claim has been lodged in accordance with Sections 4 or 5 above.
- (g) Players dismissed from the Field of Play in a FTCM, having previously in the same season been sent off in a FTCM (or suspended under the Standard Directions set out in Schedule A in these Regulations for an incident in a FTCM), will be suspended for one extra match for each such previous sending off or suspension, in addition to the automatic suspension applicable to the dismissal.
- For the purposes of this regulation a previous dismissal in a non FTCM will only be taken into account where it was for violent conduct, serious foul play or spitting.

(h) OUTSTANDING SUSPENSIONS

Any suspension or part thereof which remains outstanding at the end of a Season resulting from these Disciplinary Procedures, must be served at the commencement of the next Season within the terms of these Disciplinary Procedures [Section 6 (a) to (g)].

(i) RULE E3 OF THE ASSOCIATION

A charge of Misconduct (as defined in and) pursuant to Rule E3 of the Rules of The Association may be brought against a Player in relation to an incident, notwithstanding that the same incident has been dealt with pursuant to this Memorandum. For example, against a player who has been dismissed from the Field of Play for an incident which The Association is satisfied was sufficiently serious to warrant an additional sanction. A Regulatory Commission considering a charge under Rule E3 in such circumstances shall have regard to any punishment imposed under this Memorandum when considering any punishment under Regulation 8.1 (Penalties) of the Regulations for Football Association Disciplinary Action.

(j) PAYMENT TO PLAYERS UNDER SUSPENSION

Clubs must not pay a Player more than his basic wage as declared to The Association in the contract during the period of a suspension.

(k) CLUBS IMPOSING FINES

Clubs may fine Players for on-field offences under their employment contract. If a Club does impose such a fine it must notify The Association within 14 days of the details. Clubs are required to submit a nil return for any offence under the Field Discipline Guide-Lines issued by the Professional Football Negotiating Consultative Committee (PFNCC) for which a Player was not fined.

(l) RE-ARRANGED MATCHES

A Regulatory Commission has discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the Club with a view to enabling a Player to complete his suspension.

(m) COLLECTION OF ADMINISTRATION FEES

It will be the responsibility of the Club Secretary to collect the £8.00 administration fees from the Players concerned and forward them to The Association when requested so to do.

(n) DEFINITION

References to "video" material shall include not just video tape but all and any other audio visual material requested by, or used by, a Regulatory Commission.

7. DISCIPLINARY ACTION AGAINST CLUBS FOR MISCONDUCT BY THEIR PLAYERS

- (a) Any Club that has six or more individual Players cautioned or dismissed from the Field of Play in the same match will be automatically fined according to the following table for the first occasion occurring during the Season:

LEAGUE/DIVISION	FINE
FA Premier League	£25,000
Football League Championship	£5,000
Football League 1	£2,500
Football League 2	£1,000
Football Conference National Division	£750

- (b) For each successive occasion this happens in the same Season, the Standard Punishment will be a fine that is double and then treble etc. the above amount.

On such successive occasions all clubs will be offered this Standard Punishment which they may either accept or request the opportunity to mitigate at a personal hearing before the Regulatory Commission. Following such mitigation the Regulatory Commission may impose, decrease or increase the Standard Punishment as it thinks fit.

- (c) Any Club whose players accumulate a total number of Penalty Points in First Team matches during a Season which is appreciably above the average number of points in the same League, may be required to appear before the Regulatory Commission. If the Club cannot provide a reasonable explanation for such occurrence, the Club will be liable to be warned and/or fined up to £100,000 (FA Premier League clubs), £50,000 (Football League Championship clubs), £30,000 (Football League 1 clubs), £20,000 (Football League 2 clubs) or £10,000 (Football Conference National Division clubs) for having permitted its Players to violate, or not having prevented its Players from violating, the Laws of the Game in contravention of Rule E1(a) of The Association. In addition, the Regulatory Commission shall be entitled to order the Club to pay the cost of the Hearing to The Association. Any action taken by the Club to discipline its Players under Section 7(k) will be taken into consideration by the Regulatory Commission in its findings.
- (d) In calculating the number of points accumulated in a Season, for the purposes of this Memorandum, the following scale will apply for each:
- | | | |
|--|---|-----------|
| Recorded cautions | - | 4 Points |
| Sending off under Law 12 (4)(5) & (7) | - | 10 Points |
| Sending off under Law 12 (1)(2)(3) & (6) | - | 12 Points |
- (e) Proceeds of fines imposed under this Section of the Disciplinary Procedures shall be disbursed as decided by The Association.
- (f) A Club required to appear before a Regulatory Commission under this provision of the Memorandum shall be represented by at least one of its Directors and the Manager.
- (g) The Association may prefer a Charge against a Club at any time during the Season arising from Field Offences committed by players of the Club. All records will also be subject to interim review as at the 31st October annually. Clubs may be ordered to attend a Regulatory Commission to discuss a record that is deemed to be poor at that stage of the Season.

THE FOOTBALL ASSOCIATION

SECTION B

DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES in Non-First Team Matches (NFTM)

As set out in the Schedule hereto for Players associated with FA Premier League, Football League and Football Conference (National) Clubs

SEASON 2008/2009

1. **REPORTING OF OFFENCES BY MATCH OFFICIALS** in all matches apart from those played in the FA Premier League, Football League, Football Conference (National), Football League Cup, FA Challenge Cup, FA Challenge Trophy, Football League Trophy and Play – offs (NFTM)

(a) *Caution Offences*

Referees must submit to The Association within two days of the match (Sundays not included) a Report stating the offence and giving a description of the incident.

(b) *Sending Off Offences*

Referees and Assistant Referees must submit to The Association within two days of the match (Sundays not included) a Report stating the offence(s) and giving a description of the incident(s).

(c) If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending off offence. However, the attention of the Referee should be drawn to the correct procedure.

2. **CAUTION OFFENCES**

A player who has been cautioned in a NFTM, will be notified through his Club by The Association of the offence reported by the Referee, the total number of cautions recorded against the player under these procedures during the current Season and at the same time, will be advised of any punishment resulting from the accumulation of these cautions. An administration fee of £8.00 will be charged for the processing of each report.

3. **SENDING OFF OFFENCES**

A player who has been sent off in a NFTM under the provisions of Law 12 will be notified through his Club by The Association of the offence reported by the Referee, and at the same time advised that he will be subject to the agreed standard punishment (see Section 7). An administration fee of £8.00 will be charged for the processing of each report.

4. **CLAIMS OF MISTAKEN IDENTITY**

In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a NFTM, the PLAYERS concerned and the CLUB must within three **working** days of the match submit in writing to The Football Regulatory Authority particulars upon which the claim is founded, including the right to claim Wrongful Dismissal. If The Football Regulatory Authority is satisfied that the claim warrants further investigation, a Regulatory Commission shall be convened and will meet within the 14 days before any automatic penalty is due to take effect. If the members of the appointed Regulatory Commission are satisfied that mistaken identity has been proved in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with the provisions of the current Procedures.

The relevant fee which **MUST** be included with the evidence is **£1,500 for FA Premier League Clubs, £750 for Football League Championship Clubs, £500 for Football League 1 Clubs, £350 for Football League 2 Clubs and £300 for Football Conference (National) Clubs**, which may be retained if the claim is deemed to be unfounded and be

used in full or in part to cover any costs incurred by a Regulatory Commission. In the event of the fee not covering the amount of costs charged, an additional amount may be charged by the Regulatory Commission.

5. **CLAIMS OF WRONGFUL DISMISSAL.**

In the case of a claim of wrongful dismissal for offences with a penalty imposed under the Laws of the Game of an immediate dismissal (this excludes Law S6, the use of offensive or insulting or abusive language / gestures as well as Law S7 – receiving a second caution in the same match), evidence upon which the claim is founded, which must include a video and/or DVD recording showing the incident, must be submitted by the player concerned and his Club, together with the relevant fee and **MUST** be received by The Football Association by the close of business of the third **working** day following the match (as below). An indication by fax (0207 287 5182) or e-mail (disciplinary@thefa.com) on the first working day following the game is required to alert The Football Regulatory Authority that a claim is to be submitted.

Saturday - Wednesday

Sunday - Wednesday

Monday - Thursday

Tuesday - Friday

Wednesday - Monday

Thursday - Tuesday

Friday - Wednesday

(If Bank Holidays fall within the period, the appropriate number of extra days will be made available.)

Once the claim is lodged with The Football Association it will confirm that the video and/or DVD shows the incident as reported by the Referee / Assistant Referee and the claim has conformed with the criteria. The Club will then be advised whether the claim has been accepted or not.

An accepted claim is placed before a Regulatory Commission, to which the Club, player and Match Officials will NOT be invited to attend. They will be dealing only with the level of punishment, the dismissal from the Field of Play will always remain on the record of the Club and the player and be the subject of the administration fee.

The only decisions available to the members of the Regulatory Commission are:-

- (i) The punishment will remain with the fee be retained;
- (ii) The punishment will be withdrawn, the fee returned and that Section 7(f) of the procedure will not be invoked if the player is sent off again following the offence.

The relevant fees for players associated with **FA Premier League Clubs is £1,500, Football League Championship Clubs is £750, Football League 1 Clubs is £500, Football League 2 Clubs is £350 and Football Conference (National) Clubs is £300** and will be retained if the case is deemed to be unfounded and returned if any alterations are made to the offence or punishment.

6. **PUNISHMENTS – Relating to Non-First Team Matches.**

(a) CAUTIONS ADMINISTERED ON THE FIELD OF PLAY

- (i) If a player accumulates five recorded cautions in NFTM between the opening day of the Playing Season and the last day in February in the same Season, he will be suspended automatically for a period covering: -

One Match

- (ii) If a player accumulates five recorded cautions in NFTM between the opening day of the Playing Season and the last day of the same Season, he will be: -

"Warned as to his Future Conduct"

- (iii) A player who has already been subject to disciplinary action as a result of recording five cautions and then goes on to record a further five cautions during the same Season, will be subject to the following punishments: -
- (iv) If a player accumulates ten recorded cautions in NFTM between the opening day of the Playing Season and the second Sunday of April in the same Season, he will be suspended automatically for a period covering: -

Two Matches

- (v) If a player accumulates ten recorded cautions in NFTM between the opening day of the Playing Season and the last day of the same Season, he will be: -

"Severely Censured and Warned as to his future Conduct"

- (vi) If a player accumulates 15 recorded cautions in NFTM between the opening date of the Playing Season and the last day of the same Season, he will be suspended automatically for a period covering: -

Three Matches

- (vii) A player who has already been subject to disciplinary action as a result of recording five, ten and 15 cautions, and who goes on to record 20 cautions in NFTM in the same Season, shall be required to attend a meeting of a Regulatory Commission, within 14 days of the date of the last caution. The members of a Regulatory Commission shall have the power to deal with the player in such manner as they deem fit. The same procedure will apply for every further five cautions recorded against a player.
 - (viii) Any period of suspension arising from the recording of cautions shall commence on the 14th day following the date of his last offence. The suspension will cover all matches (excluding The FA Premier League, The Football League, The Football Conference (National), Football League Cup, FA Challenge Cup, FA Challenge Trophy, Football League Trophy and Play – offs) until such time as THE CLUB has completed the number of matches appropriate to the punishment in the competition as decided by The Football Association during the period covered by the date of the opening match in The FA Premier League or The Football League or The Football Conference (National) and ending with the final match in which THE CLUB is playing in a competition sanctioned by The Football Association or an affiliated County Association.
 - (ix) Any period of suspension or part thereof which remains outstanding at the end of a Season must be served at the commencement of the next following Season.
- (b) PLAYERS SENT OFF UNDER LAW 12 (7)
- A player who is dismissed from the Field of Play for receiving a second caution in the same match will be suspended automatically from all Non-First Team Matches commencing on the 14th day following the match in which he was sent off, until such time as THE CLUB has completed one match in the competition as decided by The Football Association.
- (c) PLAYERS SENT OFF UNDER LAW 12 (4) and (5)
- A player who is dismissed from the Field of Play for denying a goal or an obvious goal-scoring opportunity by physical means or by handling the ball, will be suspended automatically from all Non-First Team Matches commencing on the 14th day following the match in which he was sent off, until such time as THE CLUB has completed one match in the competition as decided by The Football Association.
- (d) PLAYERS SENT OFF UNDER LAW 12 (6)
- A player who is dismissed from the Field of Play for using offensive or insulting or abusive language/gestures whether he has previously been cautioned in the match or not, will be suspended automatically from all Non-First Team Matches commencing on the 14th day

following the match in which he was sent off, until such time as THE CLUB has completed two matches in the competition as decided by The Football Association.

- (e) PLAYERS SENT OFF UNDER LAW 12 (4), (5) (6) and (7) above.

The terms of the suspension will be from all Non-First Team matches (excluding The FA Premier League, The Football League, The Football Conference, Football League Cup, FA Challenge Cup, FA Challenge Trophy, Football League Trophy and Play-offs) during the period covered by the opening date in The FA Premier League, The Football League and The Football Conference (National) and ending with the final match in which THE CLUB is playing in a competition sanctioned by The Football Association or an affiliated County Association.

- (f) PLAYERS SENT OFF UNDER LAW 12(1), (2) AND (3)

A player who is dismissed from the Field of Play for Violent Conduct, Serious Foul Play or spitting at an opponent or any other person whether he has previously been cautioned in the match or not, will be suspended automatically from all domestic League, League Cup, FA Challenge Cup, FA Challenge Trophy, Football League Trophy, Play - off matches and all Non First Team Matches commencing on the 14th day following the match in which he was sent off and until such time as his Club's recognised First Team has completed three matches in approved Competitions during the period covered by its opening match in The FA Premier League, The Football League and The Football Conference (National) and ending with the final match in which the Club is playing in a domestic Competition organised by The Football Association, The FA Premier League. The Football League or The Football Conference (National).

- (g) ADDITIONAL SENDINGS OFF

Players dismissed from the Field of Play for a second time in the same Season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match.

A player dismissed for a third time in the same Season will be suspended for an extra two matches, and so on. A Regulatory Commission when dealing with a Claim of Wrongful Dismissal (Section 5) has the power not to invoke a future one match suspension if it so decides.

For the purposes of this regulation a previous dismissal in a first team competitive match or suspension under Schedule A to these Regulations arising out of a first team competitive match will only be taken into account where it was for violent conduct, serious foul play or spitting.

- (h) OUTSTANDING SUSPENSIONS

Any suspension or part thereof which remains outstanding at the end of a Season resulting from these Disciplinary Procedures, must be served at the commencement of the next following Season within the terms of these Disciplinary Procedures [Section 7 (a) to (g)], subject to age restrictions.

- (i) RULE E3 OF THE ASSOCIATION

A charge of Misconduct pursuant to Rule E3 of the Rules of The Association may be brought against a player in relation to an incident, notwithstanding that the same incident has been dealt with pursuant to this Memorandum. A Regulatory Commission considering a charge under Rule E3 of The Association in such circumstances, shall have regard to any punishment imposed under this Memorandum when considering any punishment under regulation 7.1 of the regulations for Football Association Disciplinary Action.

- (j) PAYMENT TO PLAYERS UNDER SUSPENSION

Clubs must not pay a player more than his basic wage during the period of a suspension.

(k) CLUBS IMPOSING FINES

The responsibility for fining players for field offences is left with the Club, who must notify The Football Association, without delay, the details of the fine in each case. Clubs are required to submit a nil return for any offence under the Field Discipline Guide-Lines issued by the Professional Football Negotiating Consultative Committee. (PFNCC) for which a player was not fined.

(l) RE-ARRANGED MATCHES

A Regulatory Commission shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the Club with a view to enabling the player to complete his suspension and thus qualify him to play in a specific match.

(m) COLLECTION OF ADMINISTRATION FEES

It will be the responsibility of the Club Secretary to collect the £8.00 administration fees from the players concerned and forward them to The Football Association when requested so to do.

7. ASSAULTS ON MATCH OFFICIALS

1. In addition to assisting a Match Official who has reported an assault against him, The Football Association or appropriate Affiliated Association shall without delay investigate the Official's report and if, after such investigation, the Chairman and the Secretary of the Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender shall take such steps as are necessary to ensure that a charge is preferred and that a Regulatory Commission appointed from Senior Members meet to consider the charge within 28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date he is notified of the charge, until a Regulatory Commission has heard and adjudicated on the matter.
2. There shall be three categories of assault:-
 - (a) COMMON ASSAULTS - for instance, jostling, holding, pushing
 - (b) ASSAULTS CAUSING BODILY HARM - for instance, more forceful degrees of the above
 - (c) ASSAULTS CAUSING SERIOUS BODILY HARM - for instance, where serious harm is caused, such as severe bruising or a broken nose
3. All assaults on Match Officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, along with the decision of the Regulatory Commission.

8. DISPUTES AND CLAIMS

Any dispute or claim arising from the application of a suspension affecting Non-First Team matches will only be dealt with on correspondence by members of a Regulatory Commission and must be received by The Football Association within three days of the suspension notice being received by the Club. The direct fax line to the Disciplinary Department is 020 7745 5777. At no time will a suspension start date be deferred. The level in which a player enters the procedures following a transfer from a league outside the procedure will be decided by The Football Association.

THE FOOTBALL ASSOCIATION**DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES**

As set out in the Schedule hereto for Players associated with Clubs competing in the Football Conference (North and South Divisions), the Isthmian League, the Northern Premier League and the Southern League.

SEASON 2008/2009**1. REPORTING OF OFFENCES BY MATCH OFFICIALS****(a) Caution Offences**

Referees must submit to The Association within two days of the match (Sundays not included) a Report stating the offence and giving a description of the incident.

(b) Sending Off Offences

Referees and Assistant Referees must submit to The Association within two days of the match (Sundays not included) a Report stating the offence(s) and giving a description of the incident(s).

(c) If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending off offence. However, the attention of the Referee should be drawn to the correct procedure.**2. CAUTION OFFENCES**

A player who has been cautioned in any match, will be notified through his Club by The Association of the offence reported by the Referee, the total number of cautions recorded against the player during the current Season and at the same time, will be advised of any punishment resulting from the accumulation of cautions. An administration fee of £8.00 will be charged for the processing of each report.

3. SENDING OFF OFFENCES

A player who has been sent off in a match under the provisions of Law 12 will be notified through his Club by The Association of the offence reported by the Referee, and at the same time advised that he will be subject to the agreed standard punishment (see Section 8). An administration fee of £8.00 will be charged for the processing of each report.

4. CLAIMS OF MISTAKEN IDENTITY

In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a match, the PLAYERS concerned and the CLUB must within three **working** days of the match submit in writing to The Football Regulatory Authority particulars upon which the claim is founded, including the right to claim Wrongful Dismissal. If The Football Regulatory Authority is satisfied that the claim warrants further investigation, a Regulatory Commission shall be convened and will meet within the 14 days before any automatic penalty is due to take effect. If the members of the appointed Regulatory Commission are satisfied that mistaken identity has been proved in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with the provisions of the current Procedures.

The relevant fee which **MUST** be included with the evidence is **£125** which may be retained if the claim is deemed to be unfounded and be used in full or in part to cover any costs incurred by a Regulatory Commission. In the event of the fee not covering the amount of costs charged, an additional amount may be charged by the Regulatory Commission.

5. CLAIMS OF WRONGFUL DISMISSAL

In the case of a claim of wrongful dismissal for offences with a penalty imposed under the Laws of the Game of an immediate dismissal (this excludes Law S6, the use of offensive or insulting or abusive language / gestures and Law S7 - receiving a second caution in the

same match), evidence upon which the claim is founded, which must include a video and/or DVD recording showing the incident, must be submitted by the player concerned and his Club, together with the relevant fee and MUST be received by The Football Association by the close of business of the third **working** day following the match (as below). An indication by fax (**020 7745 5777**) or e-mail (disciplinary@thefa.com) on the first working day following the game is required to alert The Football Regulatory Authority that a claim is to be submitted.

Saturday - Wednesday

Sunday - Wednesday

Monday - Thursday

Tuesday - Friday

Wednesday - Monday

Thursday - Tuesday

Friday - Wednesday

(If Bank Holidays fall within the period, the appropriate number of extra days will be made available.)

Once the claim is lodged with The Football Association and it is confirmed that the video and/or DVD shows the incident as reported by the Referee / Assistant Referee and the claim has conformed with the criteria, the Club will then be advised whether the claim has been accepted or not.

An accepted claim will be placed before a Regulatory Commission to which the Club, player and Match Officials will NOT be invited to attend. They will be dealing with the level of punishment only. The dismissal from the Field of Play will always remain on the record of the Club and the player and be the subject of the administration fee and the appropriate number of penalty points for a sending off.

The only decisions available to the members of the Regulatory Commission are:-

- (i) The punishment will remain with the fee being retained;
- (ii) The punishment will be withdrawn, the fee returned and that Section 8(f) of the procedure will not be invoked if the player is sent off again following the offence.

The relevant fee is £125 and will be retained if the case is deemed to be unfounded and returned if any alterations are made to the offence or punishment.

6. NON-FIRST TEAM MATCHES

All misconduct reported from matches not deemed to be a FTCM (First Team Competitive Match) will be dealt with by the County Association to which the Club is affiliated. The player will have the right to request an Appeal against decisions of County Associations in accordance with The Rules and Regulations of The Football Association.

7. PUNISHMENTS

(a) CAUTIONS ADMINISTERED ON THE FIELD OF PLAY

- (i) If a player accumulates five recorded cautions in any Competition between the opening day of the Playing Season and the last day in February in the same Season, he will be suspended automatically for a period covering: -

One First Team Match plus a fine of £20

- (ii) If a player accumulates five recorded cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be: -

"Warned as to his Future Conduct"

- (iii) A player who has already been subject to disciplinary action as a result of recording five cautions and then goes on to record a further five cautions during the same Season, will be subject to the following punishments: -

- (iv) If a player accumulates ten recorded cautions in any Competition between the opening day of the Playing Season and the second Sunday of April in the same Season, he will be suspended automatically for a period covering: -

Two First Team matches plus a fine of £20

- (v) If a player accumulates ten recorded cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be: -

"Severely Censured and Warned as to his future Conduct"

- (vi) If a player accumulates fifteen recorded cautions in any Competition between the opening date of the Playing Season and the last day of the same Season, he will be suspended automatically for a period covering: -

Three First Team matches plus a fine of £20

- (vii) A player who has already been subject to disciplinary action as a result of recording five, ten and fifteen cautions, and who goes on to record 20 cautions in the same Season, shall be required to attend a meeting of a Regulatory Commission, within 14 days of the date of the last caution. The members of a Regulatory Commission shall have the power to deal with the player in such manner as they deem fit. The same procedure will apply for every further five cautions recorded against a player.

- (viii) Any period of suspension arising from the recording of cautions shall commence on the 14th day following the date of his last offence. The suspension shall cover all domestic League, League Cup, FA Challenge Cup and Trophy matches and Friendly matches until such time as his Club's recognised Senior Team has completed the number of matches appropriate to the punishment in approved Competitions during the period covered by its opening match in the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League and ending with the final match in which the Club is playing in a domestic Competition organised by The Football Association, the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League or matches concerning a Club's nominated County Senior Cup Competition.

- (ix) Any period of suspension or part thereof which remains outstanding at the end of a Season must be served at the commencement of the next following Season.

(b) **PLAYERS SENT OFF UNDER LAW 12 (7)**

A player who is dismissed from the Field of Play for receiving a second caution in the same match will be suspended automatically from all domestic League, League Cup, FA Challenge Cup and Trophy matches and Friendly matches commencing on the 14th day following the match in which he was sent off, until such time as his Club's recognised Senior Team has completed **one match** in an approved Competition during the period covered by its opening match in the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League and ending with the final match in which the Club is playing in a domestic Competition organised by The Football Association, the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League or matches concerning a Club's nominated County Senior Cup Competition **plus a fine of £20**

(c) **PLAYERS SENT OFF UNDER LAW 12 (4) and (5)**

A player who is dismissed from the Field of Play for denying a goal or an obvious goal-scoring opportunity by physical means or by handling the ball, will be suspended automatically from all domestic League, League Cup and FA Challenge Cup and Trophy matches and Friendly matches commencing on the 14th day following the match in which he was sent off, until such time as his Club's recognised Senior Team has completed **one match** in an approved Competition during the period covered by its opening match in the Football Conference (North and South Divisions) / Isthmian

/ Northern Premier / Southern League and ending with the final match in which the Club is playing in a domestic Competition organised by The Football Association, the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League or matches concerning a Club's nominated County Senior Cup Competition **plus a fine of £20**

(d) PLAYERS SENT OFF UNDER LAW 12 (6)

A player who is dismissed from the Field of Play for using offensive or insulting or abusive language/gestures whether he has previously been cautioned in the match or not, will be suspended automatically from all domestic League, League Cup, FA Challenge Cup and Trophy matches and Friendly matches commencing on the 14th day following the match in which he was sent off, and until such time as his Club's recognised Senior Team has completed **two matches** in approved Competitions during the period covered by its opening match in the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League and ending with the final match in which the Club is playing in a domestic Competition organised by The Football Association, the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League or matches concerning a Club's nominated County Senior Cup Competition **plus a fine of £30**

(e) PLAYERS SENT OFF UNDER LAW 12 (1), (2) and (3)

A player who is dismissed from the Field of Play for Violent Conduct, Serious Foul Play or spitting at an opponent or any other person whether he has previously been cautioned in the match or not, will be suspended automatically from all domestic League, League Cup, FA Challenge Cup and Trophy matches and Friendly matches commencing on the 14th day following the match in which he was sent off and until such time as his Club's recognised Senior Team has completed **three matches** in approved Competitions during the period covered by its opening match in the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League and ending with the final match in which the Club is playing in a domestic Competition organised by The Football Association, the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern League or matches concerning a Club's nominated County Senior Cup Competition **plus a fine of £40**

(f) ADDITIONAL SENDINGS OFF

Players dismissed from the Field of Play for a second time in the same Season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match.

A player dismissed for a third time in the same Season will be suspended for an extra two matches, and so on. A Regulatory Commission, when dealing with a Claim of Wrongful Dismissal (section 5) has the power not to invoke a further one match suspension if it so desires.

(g) OUTSTANDING SUSPENSIONS

Any suspension or part thereof which remains outstanding at the end of a Season, must be served at the commencement of the next following Season.

(h) RULE E3 OF THE ASSOCIATION

A charge of Misconduct pursuant to Rule E3 of the Rules of the Association may be brought against a player in relation to an incident, notwithstanding that the same incident has been dealt with pursuant to this Memorandum. A Regulatory Commission considering a charge under Rule E3 of The Association in such circumstances, shall have regard to any punishment imposed under this Memorandum when considering any punishment under regulation 7.1 of the regulations for Football Association Disciplinary Action.

- (i) **PAYMENT TO PLAYERS UNDER SUSPENSION**
Clubs must not pay a player more than his basic wage during the period of a suspension.
- (j) **CLUBS IMPOSING FINES**
The responsibility for fining players for field offences is left with the Club, who must notify The Football Association, without delay, the details of the fine in each case.
- (k) **RE-ARRANGED MATCHES**
A Regulatory Commission shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the Club with a view to enabling the player to complete his suspension and thus qualify him to play in a specific match.
- (l) **COLLECTION OF ADMINISTRATION FEES AND FINES**
 - (i) It will be the responsibility of the Club Secretary to collect the £8.00 administration fees from the players concerned and forward them to The Football Association when requested so to do.
 - (ii) Fines levied on players must be collected by the Club Secretary from the player concerned and forwarded to The Football Association when requested to do so.

8. DISCIPLINARY ACTION ON CLUBS FOR MISCONDUCT BY THEIR PLAYERS

- (a) Any Club who has six or more individual Players cautioned or Dismissed from the Field of Play in the same match will be automatically fined. The sum of **£500 will be imposed on Clubs in the Football Conference (North & South), and the Premier Divisions of the Isthmian, Northern Premier and Southern Leagues, a fine of £250 will be imposed on all other divisions** for the first occasion during the Season. For a second / third / fourth etc. occasion in the same Season, the Standard Punishment on the Club will be a fine of £1000 / £500, £1500 / £750, £2000 / £1000 etc.

On such successive occasions all clubs offered this Standard Punishment may either accept it or request the opportunity to mitigate at a personal hearing before the Regulatory Commission. Following such mitigation, the Regulatory Commission may impose, decrease or increase the Standard Punishment as it thinks fit.

- (b) Any Club whose players accumulate a total number of Penalty Points in First Team matches during a Season, and that total is considered to be appreciably above the average number of points in the same League, may be required to appear before a Regulatory Commission and shall be liable to be warned and/or fined up to £1,000 for the Football Conference (North and South) and £500 for all other Divisions for having permitted its players to violate the Laws of the Game in contravention of Rule E1 of The Association. In addition, the Regulatory Commission shall be entitled to order the Club to pay the cost of the Hearing to The Association. Any action taken by the Club to discipline its players under Section 8(j) will be taken into consideration by the Regulatory Commission in its findings.

In so far as this Regulation shall apply, the following Points will be recorded against a Club for First Team offences: -

For all recorded First team cautions	-	4 Points
For Sending off under Law 12 (4)(5) & (7)	-	10 Points
For Sending off under Law 12 (1)(2)(3) & (6)	-	12 Points
For First Team players found guilty of Charges Under Rule E3 of The Association	-	12 Points

- (c) Proceeds of fines imposed under this section of the Disciplinary Procedures shall be disbursed as decided by The Football Association.

- (d) A Club required to appear before a Regulatory Commission shall be represented by at least one of its Directors and the Manager.
- (e) The Football Association reserves the right to prefer a Charge against a Club at any time during the Season arising from Field Offences committed by players of the Club, all records will be reviewed to the 31st December annually and Clubs may be ordered to attend a Regulatory Commission to discuss a record that is deemed to be poor at that stage of the Season.

9. ASSAULTS ON MATCH OFFICIALS

Assaults on Match Officials are always regarded by The Association as serious and invariably attract substantial periods of suspension.

Where a Match Official has reported an assault against him by a player or official associated with a club in the FA Premier League, Football League or Football Conference National Division, The Association may use the powers set out at Rule E18 of The Association to impose an interim suspension order.

There are three categories of assault for the purposes of the results: -

- (i) MINOR ASSAULTS - for instance, jostling, holding, pushing
- (ii) ASSAULTS CAUSING BODILY HARM - for instance, more forceful degrees of (a) above
- (iii) SERIOUS ASSAULTS - for instance, where serious harm is caused, such as severe bruising or a broken nose

10. SUSPENSION PENDING MISCONDUCT HEARING

The Football Association shall have the power to order that a Club Official or Player associated with the Football Conference (North and South Divisions) / Isthmian / Northern Premier / Southern Leagues shall be suspended from all or any specific football activity for such period and on such terms and conditions as The Association considers fit (an " Interim Suspension Order").

The Interim Suspension Order shall apply when the Club Official or Player has been charged by The Association in relation to an alleged act of serious Misconduct or with a criminal offence or by the League in connection with serious disciplinary action pursuant to relevant Regulations of the Leagues.

As soon as reasonably practicable, notification of an Interim Suspension Order shall be advised to the Club Official or Player and / or the Club and will be lifted when the charge of Misconduct is dealt with by a Regulatory Commission or the criminal charges are withdrawn or found not to be proved.

GUIDANCE NOTE

ASSAULTS ON OFFICIALS

1. INTRODUCTION

This note addresses the range of potential criminal offences to which Officials may be subject on the Field of Play and the issue of compensation. The note is not exhaustive and is intended to provide general guidance only. It should not be relied upon in place of specific legal advice which should always be sought where appropriate on particular incidents as they arise.

Relevant criminal offences are:

- Common Assault, contrary to Section 39 Criminal Justice Act 1991;
- Threatening Behaviour, contrary to Section 4 Public Order Act 1986;
- Assault occasioning Actual Bodily Harm, contrary to Section 47 Offences Against Person Act (OAPA) 1861;
- Unlawful Wounding, contrary to Section 20 OAPA 1861;
- Assault occasioning Grievous Bodily Harm, contrary to Section 20 OAPA 1861;
- Unlawful Wounding or Assault occasioning Grievous Bodily Harm with Intent, contrary to Section 18 OAPA 1861;
- Racially aggravated Assaults contrary to Section 29 Crime and Disorder Act 1998.

2. THE OFFENCES

2.1 Common Assault

The term 'Common Assault' embraces both an 'assault' and a 'battery'. Strictly speaking an assault is committed when a person intentionally or recklessly causes the victim to apprehend the immediate infliction of unlawful force. A battery is committed when a person actually inflicts unlawful force either intentionally or recklessly (i.e. contact is made).

Examples of acts which would constitute common assault on the Field of Play would be a Player pushing or barging an Official, or kicking a ball at or spitting at an Official. Any form of accidental contact as regularly occurs would not amount to an offence.

Common assault is typically charged in cases where the unlawful force is of a relatively trivial nature and has left no physical mark. The offence is triable only in the Magistrates Court and the maximum penalties are six months' imprisonment, a fine not exceeding £5,000, or both.

Compensation is dealt with as a matter of course as part of the sentencing process. The prosecuting lawyer will usually invite the Court to make such an order but the Court should consider it in any event.

In most cases modest compensation of up to £500 will be ordered by the Court in the victim's favour. The maximum order of a Magistrates Court is £5,000.

2.2 Threatening Behaviour

It is unclear whether words alone are sufficient for an offence of Common Assault. However, an alternative offence within the same bracket of seriousness is 'Threatening Behaviour'. This offence is committed if a person uses towards another person threatening, abusive or insulting words or behaviour, with the intention of causing the person to believe that immediate unlawful violence will be used against him. Verbal threats alone, or such threats accompanied by gestures, are sufficient to commit the offence.

The critical element in this offence is the immediacy of the threat. The threatened violence must be imminent or at least the intention must be to cause the victim to believe such violence is imminent. Empty words or gestures, where it is understood

that no real threat exists, would not constitute an offence however unpleasant the language.

This is triable only in the Magistrates Court with the same maximum penalties and compensation provisions as for common assault.

2.3 Assault Occasioning Actual Bodily Harm ('A.B.H.')

This offence is committed when an assault takes place (see definition at 2.1) but with the additional element that the victim suffers some physical harm. This goes beyond mere touching. Physical harm such as a bruise, a graze, a broken tooth or a broken finger, is required.

This offence embraces a wide band of factual situations. Examples might include a punch, kick or a knee to the groin, minor injuries resulting from a head butt, etc. It can be tried in the Magistrates Court or the Crown Court. The Crown Court will hear the case if a defendant player exercises the right to trial by Judge and jury, or if the Magistrates take the view that the case is too serious to be dealt by them. Upon conviction or a guilty plea in the Magistrates Court, the same sentences apply as for Common Assault. In the Crown Court this offence carries a maximum sentence of five years' imprisonment and an unlimited fine. For compensation, the same considerations as set out in 2.1 apply, except that in the Crown Court there is no theoretical maximum and awards are significantly higher.

2.4 Assault Occasioning Grievous Bodily Harm ('G.B.H.')

Whilst this is considered a more serious offence than A.B.H., the elements of the offence and the penalties are the same. The difference is in the nature of the injury caused.

2.5 Unlawful Wounding

A 'wound' for these purposes involves the breaking of the continuity of the skin, most obviously a cut or laceration. Unlawful Wounding requires an unlawful (i.e. not in self defence) and malicious intention to do the act which would result in the wound, foreseeing that some harm would result from the act. The approach to compensation is the same as applies in cases of A.B.H.

2.6 Assault Occasioning Grievous Bodily Harm or Wounding with Intent

This is the most serious type of assault and can only be tried in the Crown Court. It carries a maximum penalty of life imprisonment. This offence is committed if really serious harm or a wound is caused and the offender intended that really serious harm or the wound be caused. Use of a knife or broken glass or bottle would normally indicate intent. Substantial prison sentence follows conviction. Compensation is unlimited and will usually be ordered where the offender has financial means available.

2.7 Racially Aggravated Assault

An offence of racially-aggravated assault is committed if at the time of committing an offence of Common Assault or S.47 (A.B.H.) or S.20 (G.B.H. or wounding) or immediately before or after the offender demonstrates towards the victim hostility based on (presumed) membership of a racial group or the offence is motivated by such hostility.

The offence carries the same penalties in the Magistrates Court but carries seven years imprisonment in the Crown Court.

3. POLICE/ CROWN PROSECUTION SERVICE PRACTICE

Generally there is a reluctance on the part of the police to become involved in what they would consider to be minor infringements of the criminal law on the Field of Play. For reasons of policy (time, cost, public interest and likely outcome), the police will not be interested in investigating every incident of a technical Common Assault or Threatening Behaviour. The general view is that in the absence of any injury, such incidents are more appropriately dealt with by the football authorities applying their own disciplinary rules.

The Crown Prosecution Service ('C.P.S.')

will only allow a case to proceed if there is a realistic prospect of conviction. This acts as a second filter on the decision to prosecute. Nevertheless, the police and the C.P.S. will not hesitate to become involved in appropriate cases – particularly where an injury has been caused and clear, consistent accounts of the incident are available from witnesses. As a general rule, the Courts take an extremely serious view of assaults on Officials. Any incident of sufficient seriousness should be reported to the police in person as soon as possible.

4. PRIVATE PROSECUTION

Whilst in theory it is open to any victim of a criminal offence to bring a private prosecution by applying to the local Magistrates Court to issue a summons, it hardly ever happens. It is rarely advisable as the outcome is likely to be uncertain and the proceedings time consuming and very expensive. Legal Aid is not available and if the action is unsuccessful, the private prosecutor may be liable for the defendant's costs. The police/ C.P.S. are the public body charged with the function of prosecuting criminal offences. Even if a private prosecution is embarked upon, once it reaches Crown Court, the Director of Public Prosecutions (the head of the C.P.S.) has the legal power to intervene, take the prosecution over and discontinue it. Furthermore, a defendant may often be able to exploit in court a police/ C.P.S. decision not to prosecute.

5. CRIMINAL INJURIES COMPENSATION BOARD PRACTICE AND PROCEDURE

Any official who sustains personal injury directly attributable to a crime of violence on the field of play can apply to the Criminal Injuries Compensation Board (C.I.C.B.) for compensation (as can any victims of violence).

6. CIVIL ACTION

A civil action for damages for personal injury suffered as a result of an assault may be brought in addition to any criminal proceedings. If a civil action for damages is contemplated, specific legal advice should always be sought.

Schedule A

Standard Directions for Incidents on the Field of Play which fall within Law 12, which were not seen by Match Officials, but caught on video (serious foul play, violent conduct, spitting at an opponent or any other person, offensive, insulting or abusive language or gestures)

For Players of Clubs of the FA Premier League, Football League and Football Conference National Division

(a) General Principles

These Standard Directions are subject to the terms of the Regulations of The Association and the relevant Memorandum. In the case of any conflict, first the Regulations and then the relevant Memorandum will apply.

These are Standard Directions; they may be deviated from at the discretion of the Regulatory Commission dealing with any given case, if the circumstances of that case so dictate.

Under these Standard Directions, The Association may charge a Player with Misconduct under the Rules of The Association for incidents on or around the Field of Play, excluding the tunnel area, that are caught on camera but not seen and dealt with by the Match Officials at the time. The Charge will be accompanied by an offer of the automatic penalty that would apply to the offence had it been seen and reported by the Match Official(s) during the match.

Where the player charged has been suspended due to a dismissal or under these Standard Directions earlier in the same season, the penalty offered shall be increased to include, in addition to the applicable automatic penalty, one game for each occasion that the player has been so suspended.

For these purposes a dismissal earlier in the same season in a non first team competitive match will only be taken into account where it is for violent conduct, serious foul play or spitting.

A written statement by Match Officials that they did not witness a particular incident shall be conclusive evidence of that fact.

(b) Timings

(i) The Charge

A Charge under these provisions may only be issued within the period of two working days of the incident (i.e. for a Saturday/Sunday game, a Charge will usually have to be issued prior to 6pm on the Tuesday). The Charge will be accompanied by all evidence, documents and written submissions upon which The Association intends to rely.

(ii) The Reply

The Player is required to respond to the Charge in writing by 6pm on the first working day following receipt of the Charge (either by fax 020 7745 5777 or by e-mail Disciplinary@TheFA.com). In the absence of a Reply, the matter will be dealt with directly at the next available Regulatory Commission, and submissions from the Player may not be admitted.

The Player may accept the Charge and penalty offered or deny the Charge. In the event that the offered punishment is accepted, the suspension will commence forthwith upon receipt by The Association of the consent of the chairman of the Judicial Panel (or his nominee).

(iii) Submissions

Along with the Reply, by 6pm on the first working day following the Charge, the Club or Player must provide The Association and the Regulatory Commission with copies of

all evidence, documents and written submissions upon which the Club or the Player intends to rely. If the evidence, documents and written submissions are not submitted within this time limit, they may not be considered by the Regulatory Commission.

As a guide the following schedule will apply:

Incident	Charge	Reply	Submissions	Commission
Sat/ Sun	Tuesday	Wednesday	Wednesday	Thursday

(c) Regulatory Commission Procedures

The following procedures shall be followed at the Regulatory Commission unless the Regulatory Commission thinks it appropriate to amend them:

- (i) Reports along with any other evidence, including video evidence, in support of the Charge, shall be put before the Regulatory Commission by the Secretary of the Regulatory Commission;
- (ii) All statements and video or other evidence in defence of the Charge shall be put before the Regulatory Commission by the Secretary of the Regulatory Commission.

For offences alleged to have been committed in the same match, where there is common Association or defence evidence the Regulatory Commission shall hear all evidence at the same hearing. Evidence adduced in the defence of a Player shall be capable of constituting evidence against another Player. The Regulatory Commission shall give appropriate weight to such evidence. The Regulatory Commission will generally hear evidence in chronological order of the alleged events but shall have complete discretion to take matters out of order for timely, efficient and appropriate disposal of the proceedings.

(d) Decisions

The Regulatory Commission will decide whether the Charge is proved or not proved. In the event that the Charge is proved, the Regulatory Commission will have the power to impose the original penalty offered or to increase the penalty if it believes a denial to have been an abuse of process or frivolous.

In the event that the Charge is not proved, the Charge will be dismissed.

The decision of the Regulatory Commission will be communicated verbally to the Player/Club on the same day as the decision is reached, and in writing by the end of the following working day.

(e) Right of Appeal

The Player will have a right of appeal only in the event that a penalty is ordered in excess of a three-match suspension. The Player may only appeal against the level of penalty imposed and only in respect of that part of the suspension in excess of three matches. No other appeal (for instance, against the decision that the Charge was pursued) is allowed.

Information regarding the appeals process is set out in the Standard Directions for Appeals against decisions of Regulatory Commissions (see Schedule C).

(f) Written Reasons

A request for written reasons in respect of the decision of the Regulatory Commission may be lodged with the Regulatory Commission, in which case the request must be made at the time of verbal notification of the decision (i.e. on the same day as the Regulatory Commission). If requested, written reasons will be supplied to parties by 6pm on the first working day following the Regulatory Commission.

(g) Representation

A Player does not have the right to be present or represented at a hearing of a Regulatory Commission in respect of incidents covered by this Standard Direction. The matter will be dealt with on video and written evidence only.

Schedule B

Standard Directions for Incidents outside the jurisdiction of Match Officials but reported to The Football Association

For Players of Clubs of the FA Premier League, Football League and Football Conference National Division

(a) General Principles

These Standard Directions are subject to the terms of the Regulations of The Association and the relevant Memorandum. In the case of any conflict, first the Regulations and then the relevant Memorandum will apply.

These are Standard Directions; they may be deviated from at the discretion of the Regulatory Commission dealing with any given case, if the circumstances of that case so dictate.

Under these Standard Directions, The Association may charge a Player with Misconduct under the Rules of The Association for incidents before, during, or after a game, on or around the Field of Play (excluding the tunnel area) that fall outside the jurisdiction of the Match Officials, but which have been brought to the attention of The Association.

A written statement by Match Officials that they did not witness a particular incident shall be conclusive evidence of that fact.

(b) Timings

(i) The Charge

A Charge may only be issued within the period of two working days of the incident (i.e. for a Saturday/Sunday game, a Charge will usually have to be issued prior to 6pm on the Tuesday)

(ii) The Reply

The Player is required to respond to the Charge in writing by 6pm on the first working day following receipt of the Charge (either by fax to 020 7745 5777 or e-mail Disciplinary@TheFA.com). In the absence of a Reply, the matter will be dealt with directly at the next available Regulatory Commission, and submissions from the Player may not be admitted. The Player may accept or deny the Charge. The Player may also request a personal hearing, should he so wish.

(iii) Submissions

By 6pm on the first working day following the Reply (i.e. the second working day following receipt of the Charge), the Club or Player must provide The Association and the Regulatory Commission with copies of all evidence and documents upon which it intends to rely, along with the appropriate hearing fee of £100 where relevant. If the evidence and documents (and fee where appropriate) are not submitted within this time limit, they may not be considered by the Regulatory Commission.

(iv) Responses

The Association will have two working days to provide its responses, if any, to the submissions provided by the Club or Player. The Association's responses must be provided to the Club/Player and the Regulatory Commission. Evidence and documents not submitted within this time limit may not be considered by the Commission.

The Regulatory Commission will hear the matter at the earliest available opportunity, but, in the event that The Association provides responses, no earlier than on the second working day after provision of those responses.

As a guide the following schedule will apply:

Incident	Charge	Reply	Submissions	Responses	Commission
Sat/ Sun	Tuesday	Wednesday	Thursday	Monday	Wednesday

(c) Regulatory Commission Procedures

The following procedures shall be followed at the Regulatory Commission unless the Regulatory Commission thinks it appropriate to amend them:

- (i) The part of the Charge(s) stating the nature of the alleged Misconduct, and identifying the provisions breached or not complied with, will be read out to the Alleged Offender by the chairman of the Regulatory Commission and the Alleged Offender asked if he admits or denies each Charge, to which the Alleged Offender shall respond;
- (ii) The Association may then address the Regulatory Commission, summarise the case against the Alleged Offender, and then call its evidence;
- (iii) After the conclusion of the evidence of The Association, the Alleged Offender may call evidence of any matter of which notice has been given in the Answer;
- (iv) Each party in turn may question witnesses as they give evidence and the Regulatory Commission may question parties and witnesses at any time;
- (v) After the conclusion of the evidence of the Alleged Offender, The Association and the Alleged Offender in turn may make closing submissions;
- (vi) Where the Alleged Offender admits a Charge, the Regulatory Commission may dispense with evidence and hear submissions from The Association and the Alleged Offender in turn. Where the Alleged Offender admits some Charges and denies others, the panel will deal with denied Charges first.

For offences alleged to have been committed in the same match, where there is common Association or defence evidence the Regulatory Commission shall hear all parties at the same hearing. Evidence adduced in the defence of a Player shall be capable of constituting evidence against another Player. The Regulatory Commission shall give appropriate weight to such evidence. Players or their representatives shall be entitled to cross-examine other Players and their witnesses. The Regulatory Commission will generally hear defence cases in chronological order of the alleged events but shall have complete discretion to take parties and witnesses out of order for timely, efficient and appropriate disposal of the proceedings.

(d) Decisions

The Regulatory Commission will decide whether the Charge is proved or not proved. In the event that the Charge is proved, the Regulatory Commission will have the power to impose any one or more of the following penalties on the alleged offender:

- (i) A reprimand or warning as to future conduct;
- (ii) A fine;
- (iii) A suspension from all or any specified football activity permanently or for a stated period;
- (iv) Such further or other penalty as it considers appropriate.

In the event that the Charge is not proved, the Charge will be dismissed.

The decision of the Regulatory Commission will be communicated verbally to the Player/Club on the same day as the decision is reached, and in writing by the end of the following working day.

(e) Right of Appeal

The Player will have a right of appeal in respect of the decision of the Regulatory Commission (against the decision and/or penalty ordered). Information regarding the appeals process is set out in the Standard Directions for Appeals against decisions of Regulatory Commissions (see Schedule C).

(f) Written Reasons

A request for written reasons in respect of the decision of the Regulatory Commission may be lodged with the Regulatory Commission, in which case the request must be made at the time of verbal notification of the decision (i.e. on the same day as the Regulatory Commission). If requested, written reasons will be supplied to parties by 6pm on the first working day following the Regulatory Commission.

(g) Representation

A Player has the right to be present and represented at a hearing of a Regulatory Commission in respect of incidents covered by this Standard Direction. In the event that a Player wishes to be represented, this fact, together with the identity of any representative, shall be submitted at the same time as the Reply, as set out in (b) hereabove. Failure to submit this information within the specified time limit will result in the right to representation being forfeited.

A hearing of a Regulatory Commission may also be heard on the basis of written submissions only, should the alleged offender not wish to be present or represented.

(h) Costs

Any costs incurred in bringing, or responding to a Charge shall be borne by the party incurring the costs. Any costs incurred in relation to the convening of the Regulatory Commission may be ordered by the Regulatory Commission to be paid by either party.

Schedule C

Standard Directions for Appeals against decisions of Regulatory Commissions in relation to:

- (a) Incidents on the Field of Play which fall within Law 12, which were not seen by Match Officials, but caught on video (serious foul play, violent conduct, spitting at an opponent or any other person, offensive, insulting or abusive language or gestures); or
- (b) Incidents outside the jurisdiction of Match Officials but reported to The Football Association

For Players of Clubs of the FA Premier League, Football League and Football Conference National Division

(a) General Principles

These Standard Directions are subject to the terms of the Regulations of The Association and the relevant Memorandum. In the case of any conflict, first the Regulations and then the relevant Memorandum will apply.

These are Standard Directions; they may be deviated from at the discretion of the Regulatory Commission dealing with any given case, if the circumstances of that case so dictate.

(b) Criteria

A Player may lodge an appeal against the decision of a Regulatory Commission subject to the following criteria:

- (i) For Incidents on the Field of Play which fall within Law 12, which were not seen by Match Officials, but caught on video (serious foul play, violent conduct, spitting at an opponent or any other person, offensive, insulting or abusive language or gestures) – an appeal may be lodged only in the event that a penalty is ordered in excess of three matches. The appeal may only be against the level of penalty imposed and only in respect of that part of the suspension in excess of three matches, not accounting for any matches included in the penalty as a result of a Player having served a suspension earlier in the same season.
- (ii) For incidents outside the jurisdiction of Match Officials but reported to The Football Association – an appeal may be lodged against the decision reached by the Regulatory Commission and/or the penalty ordered.

(c) Written Reasons

A request for written reasons in respect of the decision of the Regulatory Commission may be lodged with the Regulatory Commission, in which case the request must be made at the time of verbal notification of the decision. Written reasons will be supplied to parties by 6pm on the third working day following the Regulatory Commission.

(d) Timings

(i) Notification

If the Player intends to lodge an appeal, The Association must be notified in writing (either by fax 020 7745 5777 or by e-mail Disciplinary@TheFA.com)

- (a) by 12 noon on the first working day following the Regulatory Commission; or
- (b) in cases where written reasons are requested, by 12 noon on the first working day following receipt of the written reasons, i.e. the fourth working day after the Regulatory Commission.

(ii) Submissions

By 6pm on the first working day following notification of intention to appeal, the Club or Player must provide The Association and the chairman of the Judicial Panel (or his nominee) with copies of all evidence and documents upon which it intends to rely, along with the appropriate appeal fee of £100. If the evidence and documents are not submitted within this time limit, they may not be considered by the Appeal Board.

An appeal shall be by way of a review of documents and oral submissions only. However, new evidence may be admitted with the leave of the chairman of the Appeal Board.

The Football Regulatory Authority will ensure that all documents relating to the original Regulatory Commission hearing are provided to the Appeal Board.

(iii) Responses

The Association will have two working days to provide its responses to the appeal submissions provided by the Club or Player. The Association's responses must be provided to the Club/Player and the Appeal Board. Evidence and documents not submitted within this time limit may not be considered by the Appeal Board.

The Appeal Board will hear the appeal at the earliest available opportunity, but, in any case, no earlier than on the second day after submission of The Association's responses.

(e) Appeal Board Procedures

The following procedures shall be followed at the Appeal Board unless the Appeal Board thinks it appropriate to amend them:

- (i) A summary of the matter appealed will be put forward by the Appellant. The Association will then put forward a summary of the points to be raised on its behalf;
- (ii) All evidence, of which notice will have been given, to be presented on behalf of the Appellant;
- (iii) All evidence, of which notice will have been given, to be presented on behalf of The Association;
- (iv) Each party shall have the opportunity to put questions in respect of the evidence presented by the other party, and the Appeal Board may question parties at any time;
- (v) After the conclusion of the evidence, the Appellant and The Association in turn may make closing submissions;
- (vi) The Appeal Board will decide whether the appeal is to be upheld or dismissed.

(f) Decisions

A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.

The Appeal Board shall have power to:

- (i) Allow or dismiss the appeal;
- (ii) Increase or decrease the penalty, award or sanction originally imposed;
- (iii) Make such further or other order as it considers appropriate.

(g) Representation

A Player has the right to be present at a hearing of an Appeal Board. A Player may also be represented at a hearing of an Appeal Board. In the event that a Player wishes to be represented, this fact, together with the identity of any representative, shall be submitted at the same time as the notification, as set out in (d) hereabove. Failure to submit this information within the specified time limit will result in the right to representation being forfeited.

A hearing of an Appeal Board may also be heard on the basis of written submissions only, should the Appellant not wish to be present or represented.

(h) Costs

Any costs incurred in bringing, or responding, to an appeal shall be borne by the party incurring the costs. Any costs incurred in relation to the convening of the Appeal Board may be ordered by the Appeal Board to be paid by either party.

GENERAL PROVISIONS RELATING TO INQUIRIES, COMMISSIONS OF INQUIRY, REGULATORY COMMISSIONS OF THE ASSOCIATION, OTHER DISCIPLINARY COMMISSIONS AND APPEAL BOARDS

Evidence

- 1.1 A Commission of Inquiry, Regulatory Commission, a Disciplinary Commission and an Appeal Board shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- 1.2 A Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission and an Appeal Board may draw such inference from the failure of a Participant or an Alleged Offender or a witness to give evidence or answer a question as it considers appropriate.

Representation

- 2.1 A Participant may be represented by one individual. (For instance, a Player may be represented by a Club Official of a Club with which he is associated or by a representative of the Professional Footballers' Association, and a Referee may be represented by a representative of the Referees' Association).
- 2.2 An Alleged Offender appearing before a Regulatory Commission or an Appellant before an Appeal Board, and any individual or body assisting in any way an inquiry of The Association or a Commission of Inquiry, may be legally represented only with the prior consent of such Commission or Appeal Board, The Association or Commission of Inquiry respectively. Request for consent must be made with at least 7 days' notice.
- 2.3 An individual acting as representative for an Alleged Offender shall not be allowed to give evidence.

Confidentiality/Publication of Proceedings

- 3.1 The proceedings of a Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission and an Appeal Board shall take place in private.
- 3.2 Subject to Rule 3.3 below, all oral or written representations and documents created in the course of any proceedings are confidential between The Association and the individual or body concerned. All evidence and representations shall be privileged.
- 3.3 The Association shall have the power to publish in the public press, on a web site or in any other manner considered appropriate, reports of any hearing, order, requirement, instruction, decision, proceedings, acts, resolution, finding and penalty and any transcript or document prepared in the course of proceedings, or evidence, whether or not this reflects on the character or conduct of a Participant. Each Participant shall be deemed to have consented to any inquiry or Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission or an Appeal Board and to the publication of any report.

Service of Documents

- 4.1 A document may be served by giving it to the person to whom it is addressed or by leaving it at, or sending it by first class post, e-mail or by fax to, the last known address of the addressee or, in the case of an individual, the Club with which he is associated.

Days

- 5.1 Any reference to a day or days in the Regulations shall mean a calendar day or days. Bank Holidays shall not be counted.

Fees

- 6.1 An Appeal fee of £100 is required when a participant requests an appeal against a decision of a Regulatory Commission and £50 for an appeal against a decision of a Disciplinary Commission of an Affiliated Association.

Concurrent Hearings

- 7.1 For offences alleged to have been committed in the same match, where there is common Association or defence evidence, the relevant Commission shall hear all parties at the same hearing. Evidence adduced in the defence of a participant shall be capable of constituting evidence against another participant. The relevant Commission shall give appropriate weight to such evidence. Participants or their representatives shall be entitled to cross-examine other participants and their witnesses.

The relevant Commission shall generally hear defence cases in chronological order of the alleged events but shall have complete discretion to take parties and witnesses out of order for timely, efficient and appropriate disposal of the proceedings.

REGULATIONS FOR FOOTBALL ASSOCIATION DISCIPLINARY ACTION

1 Introduction

- 1.1 These Regulations set out the way in which proceedings under Rules E and G of the Rules of The Association shall be conducted.
- 1.2 More guidance as to the specific disciplinary procedures and sanctions that are to apply to specific competitions may be found in the Memoranda entitled "Disciplinary Procedures Concerning Field Offences" attached to these Regulations.

2 The Collection of Evidence

- 2.1 All Participants must take all reasonable measures to assist The Association in the collection of evidence. Where The Association requests the production of evidence from any Participant, that Participant shall (subject to considerations of legal professional privilege) be under an obligation to provide it.
- 2.2 Where on-field offences are concerned, The Association may request that a Club deliver or procure the delivery of video and/or DVD evidence to it to assist it in investigating possible Misconduct (as defined in the Rules of The Association). Clubs must deliver such video and/or DVD evidence to The Association as soon as reasonably practicable and in any event no later than by 12 noon on the next working day following The Association's request. Failure to provide such evidence within this deadline may result in The Association bringing a charge of Misconduct against the Club.

3 The Charge

- 3.1 The decision that facts or matters may give rise to Misconduct and that a Charge be brought will be made by the Chief Regulatory Officer (or his nominee) on behalf of The Association.
- 3.2 Where any facts or matters give rise to alleged Misconduct by a Participant under Rule E1 (b)-(f) of the Rules of The Association, The Association will serve on the Participant concerned (the "Alleged Offender") a written Charge ("the Charge") which shall:
 - (a) State briefly the nature of the alleged Misconduct;
 - (b) Identify the provision(s) alleged to have been breached;
 - (c) Give a statement of facts relied upon;
 - (d) Provide copies of documents or other material referred to in the Charge.

The Charge may include a request for the provision of a summary of the current terms and conditions of employment of a Participant.

- 3.3 A copy of the Charge shall be forwarded to the chairman of the Judicial Panel (or his nominee) who shall appoint a Regulatory Commission in accordance with, and subject to, the terms of reference of the Judicial Panel (as defined in the Articles of Association from time to time).

Where a Participant is charged under Rule E1 (b) - (f) the Secretary of the Regulatory Commission shall forward to both parties a copy of the Regulatory Commission's Standard Directions and / or the date of the proposed Directions Hearing convened in accordance with Regulation 4 below.

- 3.4 A single Charge may be issued against the Alleged Offender in respect of more than one instance of Misconduct, but the Charge shall state separately the nature of each alleged Misconduct and the provision(s) alleged to have been breached and shall have effect as separate Charges.

4 Directions

Introduction

- 4.1 This Regulation gives effect to the general principle that it is in the interest of the timely and efficient disposal of disciplinary proceedings that directions be given whenever a Charge is brought against a Participant. In the case of complex and serious matters, these directions may, at the discretion of the Regulatory Commission, be the subject of a Directions Hearing in the form and manner set out in regulation 4.6 below. Where less complex and less serious matters are concerned, these may be the subject of Standard Directions. The applicable Standard Directions are to be found at Schedules A – C to these Regulations.

General Procedures

- 4.2 In all cases other than those referred to in 4.10 and 4.12, the procedure shall be as set out below.
- 4.3 The Alleged Offender must within 14 days of the service of the Charge serve on The Association a written answer (the "Answer") which admits or denies each alleged misconduct and states whether the matter is to be dealt with:
- (a) on written submissions alone under Regulation 5 below, in which case full details of any defence must be included in the Answer; or
 - (b) at a hearing under Regulation 6 below, in which case full details of any matter relied upon in defence of the Charge must be included in the Answer and a fee submitted of £100. (Fee to be submitted by cheque made payable to The Football Association Ltd).

The Answer will also include a summary of the current terms and conditions of employment of a Participant who is a Player or Manager or where otherwise requested in the Charge.

- 4.4 Where the Alleged Offender:
- (a) Fails within 14 days of the service of the Charge to serve an Answer on The Association and the Regulatory Commission is satisfied that the Charge was served; or
 - (b) Fails to indicate in the Answer whether he wishes the matter to be dealt with at a Hearing or on written submissions; or
 - (c) Fails to set out written submissions under 4.3 (a) above; the Regulatory Commission will determine the Charge in such manner and upon such evidence as it considers appropriate.

- 4.5 Any party who is to go before a Regulatory Commission for a hearing under Regulation 6 below only (this provision does not apply to matters falling within Regulations 4.11 to 4.16 below, which are dealt with under the Standard Directions set out at Schedules A - C to these Regulations), may make an application to the Judicial Panel Chairman, within 14 days of the charge being issued and upon notice to all other parties, for an order that the chairman of that Regulatory Commission shall be a Specialist Panel Member who is a Solicitor or Barrister of seven or more years' standing.

Approval by the Judicial Panel Chairman of such application shall not be unreasonably withheld or delayed and any additional costs incurred in respect of having such a Specialist Panel Member as the chairman of that Regulatory Commission (whether or not the applicant be successful in the relevant hearing before such Regulatory Commission), shall be borne by the party who made the application.

- 4.6 The Regulatory Commission may give any directions considered necessary for the proper conduct of the proceedings, including but not limited to:
- (a) Establishing the date, time and place of the Hearing;
 - (b) Extending or abridging any time limit;

- (c) Amending or dispensing with any of the procedural steps set out in these Regulations;
 - (d) Instructing that a transcript be made of the proceedings;
 - (e) Determining that issues be dealt with as preliminary issues, or at a preliminary hearing;
 - (f) Requiring that the parties make written submissions, or submit skeleton arguments in advance of the Regulatory Commission's Hearing;
 - (g) Requiring that the disclosure be made of any documents in the possession of the Association, the Participants or any third party Participant which are considered by the Regulatory Commission as relevant to the Charge.
 - (h) Determining who shall attend a Hearing.
- 4.7 Both parties shall provide to each other and the Regulatory Commission
- copies of all documents (of whatever nature) to be referred to at a hearing
 - a list of witnesses
 - a summary of their evidence.
- The above must be provided at the earliest opportunity, and in any event no later than 7 days before the hearing. Documents not provided within time may not be relied upon at the hearing unless the Regulatory Commission thinks it appropriate.
- 4.8 The Regulatory Commission may order for there to be a Directions Hearing which may take the form of an oral hearing or may be conducted by telephone conference, video link or by written submissions at the direction of the Regulatory Commission. If satisfied that all matters are agreed prior to the time set for the Directions Hearing, the Regulatory Commission may direct that no hearing take place and that the agreed directions shall stand as the decision of the Regulatory Commission.
- 4.9 The decision of the Regulatory Commission on matters referred to in this Regulation 4 is final and not subject to appeal.
- 4.10 The Regulatory Commission will circulate a note of its directions within three working days after the Directions Hearing.

Application

- 4.11 The following Regulations 4.11 to 4.15 apply only to the Players of Clubs of the FA Premier League, the Football League and the Football Conference National Division, competing in First Team Competitive Matches in the following competitions: FA Challenge Cup, FA Challenge Trophy, FA Premier League, Football League, Football League Cup, Football League Trophy and the Football Conference.

Incidents concerning Players on the Field of Play which fall within Law 12, which were not seen by Match Officials, but caught on video (violent conduct, spitting at an opponent or any other person, offensive, insulting or serious foul play, abusive language or gestures).

- 4.12 Where a Player is charged with Misconduct contrary to Rule E3 of The Association, for a matter on the Field of Play (which falls under Law 12 but was not seen by Match Officials during the period of the game), the proceedings shall follow the specific procedures and time limits set out in the relevant directions concerning such matters as determined by Council from time to time (the "Standard Directions – Incidents on the Field of Play which fall within Law 12, which were not seen by Match Officials, but caught on video (violent conduct, spitting at an opponent or any other person, offensive, insulting or serious foul play, abusive language or gestures)" – see Schedule A). If the Regulatory Commission finds the case proved, an appeal will be allowed only against the level of sanction, and then only if the suspension given is greater than three matches. The procedures set out in Schedule C - "Standard Directions for Appeals against decisions of Regulatory Commissions in relation to: Incidents on the Field of Play which fall within Law 12, which were not seen by Match Officials, but caught on video (serious foul play, violent conduct, spitting at an opponent or any

other person, offensive, insulting or abusive language or gestures)” will then apply.

- 4.13 Where a Player is charged with Misconduct contrary to Rule E3 of The Association, for a matter on the Field of Play (which falls under Law 12 but was not seen by Match Officials during the period of the game), which the Chief Regulatory Officer (or his nominee) considers would not have resulted in the dismissal of the Player from the Field of Play, disciplinary proceedings shall not follow the course set out in Regulation 4.11 above. Rather, these will be dealt with in accordance with the general disciplinary procedures (see Regulations 4.2 to 4.9).

Incidents outside the jurisdiction of Match Officials but reported to The Football Association

- 4.14 In all cases involving Charges brought under Rule E1 (b) – (f) for a matter which has been brought to the attention of The Association relating to facts or matters on or around the Field of Play, but falling outside the Laws of the Game, the proceedings and the time limits shall be as set out in the “Standard Directions – Incidents outside the jurisdiction of Match Officials but reported to The Football Association” as determined by Council from time to time (see Schedule B). If the Regulatory Commission finds the case proved an appeal may be allowed against the finding and/or the sanction imposed. In event of an appeal the procedures set out in Schedule C - “Standard Directions for Appeals against decisions of Regulatory Commissions in relation to: incidents outside the jurisdiction of Match Officials but reported to The Football Association” will apply.

Exceptional Circumstances

- 4.15 Where the circumstances of a case are such that the Chief Regulatory Officer (or his nominee) or a Participant considers that it would be impractical or unfair for a Charge to be processed in the time limits set out in these Regulations, the Disciplinary Procedures Concerning Field Offences or in any Standard Directions, the Chief Regulatory Officer (or his nominee) or a Participant may apply to the Judicial Panel Chairman (or his nominee) for an order that the relevant time limits be amended, suspended, abridged or dispensed with.
- 4.16 Examples of circumstances in which the processing of a charge would be impractical or unfair within the time limits set out in these Regulations, Disciplinary Procedures Concerning Field Offences or in any Standard Directions are where:
- (a) there is a pending police investigation; or
 - (b) the seriousness or complexity of the matter necessitates a longer period of investigation; or
 - (c) substantial evidence needs to be obtained from non-Participants.

5 Determination on Written Submissions

- 5.1 Where the Alleged Offender states in the Answer that he wishes the matter to be dealt with on written submissions, the Regulatory Commission may dispense with an oral hearing and determine the Charge in the absence of the Alleged Offender and make whatever order it thinks appropriate.
- 5.2 Where the Alleged Offender admits Misconduct in the Answer and wishes it to be dealt with under this Regulation 5, he may set out in the Answer submissions in mitigation.

6 Determination at a Hearing

- 6.1 Where the Alleged Offender states in the Answer that the matter is to be dealt with at a Hearing, the Regulatory Commission will proceed as set out in this Regulation 6, except where cases falling within Regulations 4.11 and 4.13 are concerned. Cases falling within Regulations 4.11 and 4.13 will be determined by the procedure set out in the relevant Standard Directions attached as a Schedule to these Regulations.
- 6.2 References to a party or parties mean The Association and the Alleged Offender.

- 6.3 The Alleged Offender must, if an individual, attend a Hearing of the Regulatory Commission in person. If the Alleged Offender is not an individual, it shall attend through an Officer or Club Official as appropriate, unless otherwise ordered by the Regulatory Commission.
- 6.4 The Association, through the Chief Regulatory Officer, shall nominate an individual or individuals to present the Charge to the Regulatory Commission and call evidence and make submissions in support of the Charge.
- 6.5 The Regulatory Commission may adjourn a hearing for such period and upon such terms (including as to costs of the Regulatory Commission) as it thinks appropriate.
- 6.6 The Regulatory Commission has the power on the application of a party or otherwise to require a Participant to attend before the Regulatory Commission to provide information (in which case questions may be put by the Regulatory Commission and the parties) or to produce documents or records to the Regulatory Commission either before or during a Hearing.
- 6.7 Any Participant appearing before the Regulatory Commission has the right to choose to be represented by any person who may speak on his or its behalf, including a legal representative. In the event that a party is to be represented, the Regulatory Commission must be notified at least seven days in advance of the Hearing of that fact and the identity of the representative.
- 6.8 In any proceedings before a Regulatory Commission, the Regulatory Commission shall not be obliged to follow the strict rules of evidence, may admit such evidence as it thinks fit and accord such evidence such weight as it thinks appropriate in all the circumstances. Where the subject matter of a complaint or matter before the Regulatory Commission has been the subject of previous civil or criminal proceedings, the result of such proceedings and the facts and matters upon which such result is based shall be presumed to be correct and the facts presumed to be true unless it is shown, by clear and convincing evidence, that this is not the case.
- 6.9 The Regulatory Commission may proceed at a Hearing in the absence of the Alleged Offender where it is satisfied that there are no reasonable grounds for the failure to attend and will do so in such manner as it considers appropriate.
- 6.10 In the event of a party failing to comply with an order, requirement, direction or instruction of the Regulatory Commission, it may take any action it considers appropriate in relation to such misconduct and may make an award of costs against the offending party.

7 Decisions

- 7.1 The Regulatory Commission will consider its decision in private, and first consider whether or not the Charge of Misconduct is proved. If it is so proved, then the Regulatory Commission shall inform the person or Club subject to the Charge of this decision and invite them to raise matters in mitigation. However, if the Charge is admitted the Regulatory Commission shall deem it proved and move straight to considering submissions as to mitigation. Having heard such submissions as to mitigation, the Regulatory Commission shall retire to consider the appropriate sanction.
- 7.2 A decision of the Regulatory Commission will (save where stated in these regulations as to be exercised by the chairman of the Regulatory Commission alone) be determined by a majority. Each member of the Regulatory Commission shall have one vote, save that the chairman of the Regulatory Commission shall have a second and casting vote in the event of a deadlock.
- 7.3 The applicable standard of proof shall be the flexible civil standard of the balance of probability. The more serious the allegation, taking into account the nature of the Misconduct alleged and the context of the case, the greater the burden of evidence required to prove the matter.

Announcement of Decision

7.4 The Regulatory Commission shall announce its decision as to whether Misconduct is proved or not as soon as reasonably practicable in such manner as it considers appropriate. Where the decision is reached at a Hearing at which the Alleged Offender is present it should be announced immediately, save where the Regulatory Commission considers it appropriate to act otherwise.

Announcement of Penalty

7.5 After considering any mitigation and the disciplinary record of the Alleged Offender, the Regulatory Commission will announce its decision as to any penalty or order to be imposed as soon as is reasonably practicable and in such manner as it considers appropriate. Where such decision is reached at a Hearing at which the Alleged Offender is present it should be announced immediately, save where the Regulatory Commission considers it appropriate to act otherwise.

8 Penalties

8.1 The Regulatory Commission shall have the power to impose any one or more of the following penalties on the Alleged Offender:

- (a) a reprimand and/or warning as to future conduct;
- (b) a fine;
- (c) suspension from all or any specified football activity from a date that the Regulatory Commission shall order, permanently or for a stated period or number of matches;
- (d) the closure of a ground permanently or for a stated period;
- (e) any order which may be made under the rules and regulations of a Competition in which the Alleged Offender participates or is associated, which shall be deemed to include the deduction of points and removal from a Competition at any stage of any Playing Season;
- (f) expulsion from a Competition;
- (g) expulsion from membership of The Association or an Affiliated Association;
- (h) such further or other penalty or order as it considers appropriate.

8.2 While the Memoranda dealing with disciplinary procedures concerning field offences and offences on or around the Field of Play set out standard sanctions, these sanctions may be increased by the Regulatory Commission where the facts of an individual case so dictate, where a particular act of Misconduct is sufficiently serious that the guideline sanction would not constitute a sufficient penalty for the Misconduct that has taken place.

Suspended Penalty

8.3 The Regulatory Commission may order that a penalty imposed is suspended for a specified period or until a specified event and on such terms and conditions as it considers appropriate.

Drug Rehabilitation and Counselling

8.4 Where a Participant has breached the provisions of any doping control regulations ("a Doping Offence") a Regulatory Commission may order a compulsory period of target testing, rehabilitation and counselling, and attach such conditions as it considers appropriate.

Compensation Orders

8.5 The Regulatory Commission may, where it considers it appropriate, order the Alleged Offender to pay compensation to any Participant ("the Claimant"), instead of or in addition to any penalty or other order.

- 8.6 An order to pay compensation to a Claimant may be for such amount as the Regulatory Commission considers appropriate.
- 8.7 The Regulatory Commission may order compensation only:
- (a) on receipt in advance of its determination of whether or not a Charge has been proved of a written claim by or on behalf of the Claimant setting out the amount claimed and detailed reasons for the claim; and
 - (b) where it is satisfied that the Claimant has suffered loss as a consequence of the Misconduct of the Alleged Offender; and
 - (c) where the Alleged Offender has had an opportunity of seeing the claim in advance and of making submissions to the Regulatory Commission on it.

Costs Orders

- 8.8 (a) Any costs incurred in bringing or defending a Charge will be borne by the party incurring the costs.
- (b) Any costs incurred in relation to the holding of a Regulatory Commission considered by the chairman of the Regulatory Commission to be appropriate (including but not limited to the travel and accommodation of members appointed and any individual carrying out the secretariat functions and the provision of meeting rooms, ancillary rooms, facilities, services and security) may be ordered to be paid in full or part by either party.
- (c) A notice of appeal against a decision of a Regulatory Commission of The Association shall be deemed not to have been lodged unless:
- (i) Either all financial orders, including costs orders, relating to the Participant in question have been paid in full, or
 - (ii) The chairman of the Regulatory Commission has made an order to set aside the relevant financial orders pending the outcome of the Appeal.
- In the event of an appeal being lodged, payments of costs made will be held in escrow by The Association.
- (d) Any appeal against only the quantum of costs awarded shall be heard and determined by a single person appointed by the Sports Dispute Resolution Panel (SDRP) (or similar independent body as determined by The Association from time to time). Such appointed person shall sit alone.

Compliance with Penalties/Orders Imposed

- 8.9 Unless the Regulatory Commission determines otherwise, a penalty or order shall come into effect immediately at the date of the announcement of the decision.
- 8.10 A Regulatory Commission may issue such further order, requirement or instructions as it considers appropriate for the purpose of giving effect to its decision. Where a Regulatory Commission is satisfied that an Alleged Offender has failed to observe or comply with a penalty or order imposed by the Regulatory Commission, it shall have the power to order that the Alleged Offender be suspended immediately from all or any football activity for such period and on such conditions as it considers appropriate. The Regulatory Commission shall consider any such matter in accordance with Regulation 4 (Directions).
- 8.11 A Regulatory Commission shall have the power on application by the Offender to suspend the effectiveness of any order pending the outcome of an appeal made pursuant to the Rules of The Association.
- The obligation of the Alleged Offender to comply with a penalty or order of the Regulatory Commission may be stayed where:
- (a) the Alleged Offender has made a written application to the Regulatory Commission; and

- (b) the Alleged Offender has made an appeal under the Rules against the decision of the Regulatory Commission; and
- (c) the Regulatory Commission had in its absolute discretion allowed a stay.

Payment of Fines and Compensation Orders

8.12 Payment of any fine or compensation shall be made to The Association within 14 days of the date of the written decision unless otherwise ordered. Compensation shall be forwarded by The Association to the person in whose favour the order was made within seven days of receipt by it.

9. Written Statement of Decision

9.1 The Regulatory Commission shall as soon as practicable send to the Alleged Offender and the Chief Regulatory Officer (or his nominee), a written statement of its decision, which shall state:

- (a) the Charge(s) considered and whether admitted or denied;
- (b) the decision as to whether Misconduct has been proved or not; and
- (c) any penalty or other order imposed.

9.2 The written statement shall be signed and dated by the chairman of the Regulatory Commission and be the conclusive record of the Regulatory Commission's decision. A copy of the written decision shall be forwarded to The Association.

9.3 The Regulatory Commission shall, upon the written request of a Senior Compliance Officer (or his nominee) or Alleged Offender lodged with the Secretary of the Regulatory Commission within seven days of the date of the written statement of its decision, state in writing:

- (a) the findings of fact made by it; and
- (b) the reasons for its decision finding the Charge(s) proved; and
- (c) the reasons for any penalty or order.

9.4 Participants and The Football Association shall have the right to appeal a decision of a Regulatory Commission to an Appeal Board. Such appeals shall be conducted in accordance with the Regulations for Football Association Appeals. There shall be no further right of challenge in respect of decisions of the Regulatory Commission, which are otherwise final and binding.

10. Waiver of Minor Procedural Irregularities

10.1 Without limitation to the authority of the Regulatory Commission to regulate its own procedure, where at any time in the course of any proceedings, there has been a breach of procedure or failure to follow any direction given, this shall not invalidate the proceedings or its outcome unless the breach has been such as to seriously and irremediably prejudice the position of the Alleged Offender.

11. Other Proceedings

11.1 The fact that the Participant is liable to face or has pending any other criminal, civil or disciplinary proceedings in relation to the same matter shall not prevent or fetter The Association conducting proceedings under the Rules of The Association.

GUIDANCE NOTES APPLICATIONS MADE TO REGULATORY COMMISSIONS FOR PRE-HEARING DIRECTIONS

a) General Principles

These are Guidance Notes; they may be deviated from at the discretion of the Regulatory Commission dealing with any given case, if the circumstances of that case so dictate. These Guidance Notes have been prepared in order to facilitate the management of pre-hearing applications and provide a framework within which these matters can be dealt with efficiently and effectively.

It should be noted that applications in respect of "fast-track" cases will be dealt with according to discretionary timescales (as decided by the Regulatory Commission) in order to expedite the process.

b) Applications

Any party to a Football Association charge (or the representative thereof) may apply for a pre-hearing where directions may be sought from the Regulatory Commission in relation to specific aspects of a case (e.g. the admissibility of evidence, the need to co-opt witnesses etc).

An application for a pre-hearing must be sent in writing to the Judicial Panel Chairman (or his nominee), by fax or post. This shall set out a summary of the basis of the application.

An application for a pre-hearing may be made at any time during the conduct of a matter (i.e. after a charge has been preferred by The Football Association), subject to the proviso that it must be made as soon as practicable, and in any case no later than 10 working days prior to the full hearing date.

c) Submissions

Following the application for a pre-hearing, the party making the application (the Applicant) must provide written submissions in support of the application, which will be put before a Regulatory Commission. These submissions must be made within 3 working days of the application, and must be sent in writing to the Judicial Panel Chairman (or his nominee) (by fax or post).

d) Responses

The other party to proceedings (the Respondent) will have the right to respond to any matters raised in the submissions put forward by the Applicant. The Respondent shall have at least 2 working days to provide responses prior to the pre-hearing itself. These responses must be submitted in writing to the Judicial Panel Chairman (or his nominee).

e) Pre-hearing

Upon receipt of an application for a pre-hearing, the Judicial Panel Chairman (or his nominee) shall, without delay:

- (i) Confirm with the chairman of the Regulatory Commission (if such a Commission is appointed) that the matter(s) upon which the application is based is/are valid and eligible to be put before a Regulatory Commission for pre-hearing directions;
- (ii) It shall be at the discretion of the chairman of the Regulatory Commission or the Judicial Panel Chairman (or his nominee) as the case may be to decide whether the application should be dismissed summarily, dealt with at the main Regulatory Commission hearing or placed before a Commission for pre-hearing directions;
- (iii) Make arrangements for the hearing location etc and provide details of the arrangements to all parties concerned;
- (iv) Circulate the documentation submitted by both sides to all concerned.

The following procedures shall be followed at the pre-hearing Regulatory Commission unless the Commission thinks it appropriate to amend them:

- (i) A summary of the matter submitted for pre-hearing directions will be put forward by the Applicant. The Respondent will then put forward a summary of the points to be raised on its behalf;
- (ii) All relevant information, of which notice will have been given, to be presented on behalf of the Applicant;
- (iii) All relevant information, of which notice will have been given, to be presented on behalf of the Respondent;
- (iv) Each party shall have the opportunity to put questions in respect of the matters presented by the other party, and the Regulatory Commission may question parties at any time;
- (v) In conclusion, the Applicant and the Respondent in that order may make closing submissions;
- (vi) The Regulatory Commission will decide how best to deal with the matters raised and make their decision known to both parties.

Note that, in general, live evidence will not be admissible at pre-hearings.

f) Decisions

A decision of a pre-hearing Regulatory Commission shall be final and binding and there shall be no right of further challenge.

The pre-hearing Regulatory Commission shall have power to:

- (i) Allow or dismiss the application in full or in part;
- (ii) Make such further or other order as it considers appropriate.

g) Representation

Parties have the right to be present and/or represented at a pre-hearing Regulatory Commission. In the event that either party wishes to be represented, this fact, together with the identity of any representative, shall be submitted at the same time as the application or response (as relevant), as set out in (b) and (d) above.

A pre-hearing Regulatory Commission may also be heard on the basis of written submissions only, should the Applicant and Respondent not wish to be present or represented. However, the decision to be present at a pre-hearing rests with each party individually.

h) Regulatory Commissions

Subject to the Terms of Reference of the Judicial Panel in force from time to time, the Judicial Panel Chairman has absolute discretion over the selection of members for the pre-hearing Regulatory Commission. For the avoidance of doubt, it shall be acceptable for a pre-hearing Regulatory Commission to comprise any of the same members as the full hearing (indeed in certain cases it may be expressly recommended). Neither the Applicant nor Respondent (nor their representative(s)) shall have the right to apply to the Judicial Panel Chairman in this regard.

i) Costs

Any costs incurred in bringing, or responding, to a pre-hearing application shall be borne by the party incurring the costs. Any costs incurred in relation to the convening and conduct of the pre-hearing Regulatory Commission may be ordered by the Regulatory Commission to be paid by either party.

REGULATIONS FOR FOOTBALL ASSOCIATION APPEALS

Commencement of Appeal

- 1.1 An appeal shall be commenced by lodging a notice of appeal (“the Notice of Appeal”) with The Association.
- 1.2 The Notice of Appeal shall be lodged within 14 days of the date of notification of the decision appealed against. In the case of an appeal from a decision of a Regulatory Commission, the date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.
- 1.3 The Notice of Appeal must:
 - (1) identify the specific decision(s) being appealed;
 - (2) set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
 - (3) set out a statement of the facts upon which the appeal is based;
 - (4) save for where the Appellant is The Football Association, in which case no deposit will be payable, be accompanied by any deposit prescribed by the relevant Rules of The Association or Regulations. Where an appeal is lodged by fax, the deposit must be received not later than the third day following the day of despatch of the fax (including both the day of despatch and receipt);
 - (5) where appropriate, apply for leave to present new evidence under 2.6 below.
- 1.4 The grounds of appeal, available to Participants and The Association, shall be that the body whose decision is appealed against:
 - (1) misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or
 - (2) came to a decision to which no reasonable such body could have come.
- 1.5 In addition:
 - (1) Participants only, may appeal on the grounds that the penalty, award, order or sanction imposed is excessive;
 - (2) The Association only, may appeal on the grounds that the penalty, award, order or sanction imposed was so unduly lenient as to be unreasonable.
- 1.6 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for costs as the Appeal Board may consider appropriate.

Appeal Proceedings

A deposit of £100 is required for appeals against decisions of Regulatory Commissions of The Association and the Safeguarding Review Panel, and £50 for appeals against decisions of Disciplinary Commissions of Affiliated Associations.

- 2.1 An Appeal Board shall proceed as set out below.
- 2.2 Reference to a party or parties means:
 - (1) the appellant (the “Appellant”); and
 - (2) the respondent (the “Respondent”), which shall be either the Participant or The Association in the case of an appeal against a decision of the Regulatory Commission, or the Affiliated Association or Competition whose decision is appealed against (the “Respondent”).
- 2.3 The Association, whether acting as Appellant or Respondent, shall nominate an individual or individuals to represent it before the Appeal Board.
- 2.4 The Respondent shall serve a written reply to the Notice of Appeal (the “Reply”) on an Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal. Where appropriate, the Reply must include any application for leave to present new evidence under 2.6 below.

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- 2.5 The parties shall be entitled to make oral submissions to the Appeal Board but an appeal shall be by way of a review on documents only, without oral evidence, except where the Appeal Board gives leave to present new evidence under 2.6 below.
- 2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Reply, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final.
- 2.7 The chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including but not limited to:
- (1) extending or abridging any time limit;
 - (2) amending or dispensing with any procedural steps set out in these Regulations;
 - (3) instructing that a transcript be made of the proceedings;
 - (4) ordering parties to attend a preliminary hearing;
 - (5) ordering a party to provide written submissions. The decision of the chairman of the Appeal Board shall be final.
- 2.8 The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.
- 2.9 The Appellant shall prepare a set of documents which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or their equivalent):
- (1) the Charge;
 - (2) the Answer;
 - (3) any documents or other evidence referred to at the original hearing relevant to the appeal;
 - (4) any transcript of the original hearing;
 - (5) the notification of decision appealed against and where they have been given the reasons for the decision;
 - (6) any new evidence;
 - (7) The Notice of Appeal;
 - (8) The Reply.
- Where the Regulatory Commission or other body appealed against has not stated the reasons for its decision, either
- (i) the Appellant shall request written reasons from that body which shall be provided to the Appeal Board; or
 - (ii) the Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put by the Appeal Board at a hearing to satisfy itself as to the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representations may be made by the parties to the Appeal Board who may then put questions to the member of the body that made the decision).
- 2.10 Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal.
- Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

- (1) The Appellant to address the Appeal Board, summarising its case;
 - (2) Any new evidence to be presented by the Appellant;
 - (3) The Respondent to address the Appeal Board, summarising its case;
 - (4) Any new evidence to be presented by the Respondent;
 - (5) Each party to be able to put questions to any witness giving new evidence;
 - (6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
 - (7) The Respondent to make closing submissions;
 - (8) The Appellant to make closing submissions.
- 2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- 2.12 The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

Appeal Board Decisions

- 3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules of The Association by the chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the chairman shall have a second and casting vote in the event of deadlock.
- 3.2 A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.
- 3.3 The Appeal Board shall have power to:
- (1) allow or dismiss the appeal;
 - (2) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;
 - (3) remit the matter for re-hearing;
 - (4) order that any deposit be forfeited or returned as it considers appropriate;
 - (5) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.

Costs

- 3.4 Any costs incurred in bringing, or responding to, an appeal shall be borne by the party incurring the costs. Any costs incurred in relation to the Appeal Board, including travel, accommodation and room hire, may be ordered by the Appeal Board to be paid by either party.

Announcement of Decision

- 3.5 The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

Written Decision

- 3.6 As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:
- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - (2) whether or not the appeal is allowed; and
 - (3) the order(s) of the Appeal Board.
- The written statement shall be signed and dated by the chairman of the Appeal Board and be the conclusive record of the decision.
- 3.7 The Appeal Board shall, upon the request of the Appellant or the Respondent (such request to be received at The Association within five days of the date of the announcement of the decision), give written reasons for the decision.

MEMORANDUM OF PROCEDURES**FOR DEALING WITH MISCONDUCT OCCURRING BEFORE, DURING OR AFTER MATCHES AND COMMITTED BY PLAYERS OF CLUBS DEALT WITH BY COUNTY AND OTHER AFFILIATED ASSOCIATIONS BUT NOT BY THE FOOTBALL ASSOCIATION
(Except for Teams playing at Step 5 & 6 of the National League System and The FA Women's Premier League)**

This Memorandum cites procedures as they apply exclusively to Participants who are acting as Players when reported. For offered Standard Punishments, accepted allegations or for Personal Hearings found proved, the outcome will normally entail a Fine and a total or conditional suspension from playing.

Save for serious or repeated proved misconduct, Participants offending in a capacity other than as Players in a match should not be suspended but be subject to any of a reprimand, a warning as to future conduct, a written undertaking not to repeat, a touch-line ban for a period of time, and a Fine (active or suspended for a given period), together with costs in proved guilty cases.

PART I**1. Definitions**

- 1.1 In this Memorandum the words "the Association" refer to the appropriate County or other Affiliated Association, the words "the Association Secretary" mean and include any person nominated to discharge a part of the regulatory and disciplinary administration of the Association as well as its actual secretary and Disciplinary Commission means a commission established by the appropriate Affiliated Association.
- 1.2 Wherever gender is referred to in this Memorandum, either shall be inferred, as relevant.
- 1.3 All written communications from a player to the Association Secretary must be sent by the secretary of the player's club unless the player is no longer registered with the club.
- 1.4 Every Association must set out in its rules or regulations a copy of these procedures, which are to be followed after a player has been cautioned or dismissed from the Field of Play while playing in a match for a club or a particular team of a club not dealt with by The Football Association.
- 1.5 (a) A "child" means a person who at the date of the relevant match was under the statutory school-leaving age and throughout these regulations full-time education refers to a child who is of compulsory school age or who is over the school-leaving age but is under the age of 18 and is for the time being attending a school or in full-time education in an establishment of further education.
- 1.5 (b) Financial penalties for misconduct must not be imposed on a child (Sections 5.2, 6.3 & 7.2 and 13.3). Where a Standard Punishment or Regulatory Commission decision includes any financial element then the player's club is liable for the sum imposed.
- 1.6 Wherever "written" or "letter" is referred to in this Memorandum this is deemed to include communication by fax or e-mail. Where an Association chooses to communicate by fax or e-mail it must take all reasonable steps to ensure that the address or fax number used is current.
- 1.7 This Memorandum supersedes all previous versions and is effective from 1st July 2004 until further notice.

1.8 The term "suspension" in this Memorandum means the suspension is from playing football ONLY and any other sanction required for the period of suspension must be specified in the decision letter forwarded to the Participant.

1.9 Permanent Suspension means no review to be considered under a period of 10 years.

2. **Timing**

Disciplinary procedures shall commence no later than 90 days, and the outcome determined no later than 180 days from receipt of the report of alleged misconduct, or otherwise be void. If deemed reasonable, any period of delay requested or caused by the Participant will not count towards the 90/180 days. The Association must use due diligence to charge and/or finalise cases within that period of time and must conform with the requirements set out in Part I of this Memorandum, subject to the effects of the adoption by the Association of any of the alternative and optional powers set out in Part II.

3. **Administrative Procedures**

An Association may reserve the right not to process a caution if the report is deemed to be invalid for any reason.

4. **General**

4.1 Without prejudice to the foregoing provisions of Part I of this Memorandum, an Association shall have the power to delegate to The Football Association or to another Affiliated Association its powers and duties to investigate and/or adjudicate in cases where it may be advantageous so to do.

4.2 If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending-off offence. However, the attention of the referee should be drawn to the correct procedure.

4.3 A Participant consents to abide by the Laws of the Game, the Rules and Regulations of The Football Association or an affiliated Association and to reasonable proportionate disciplinary action when playing the game. The issue of a caution is a decision based on a question of fact on the Field of Play upon which the Referee's decision is final. The recording of the caution and the consequences that flow are both reasonable and proportionate. Cautions not being the subject of appeal do not breach the Human Rights Act 1998.

4.4 Recommended punishments are to be used in Sections (5 and 6) below when offering a punishment and as a guide only when dealing with cases under Section 7. When a player is dealt with by a Disciplinary Commission cases must be dealt with on their merits and a punishment awarded consistent with the overall nature and effect of the offence(s); also the player's record of misconduct over the current and previous five seasons.

4.5 Associations may, at their discretion, offer suspension periods that are split to avoid suspending players over the summer months. The start and end dates of the time period where players will not be suspended will be determined by the Association. However the start date for the period must fall on a Monday and the end date for the period must be a Sunday. This clause shall not apply to *sine die* suspensions.

5. **Caution Offences**

5.1 Subject to the provisions of Part I Section 3, upon receiving a report from a referee that he has cautioned a player for a violation of the Laws of the Game, the Association Secretary must:-

5.2 Send an acknowledgement to the referee and send to the secretary of the club for which the player was playing at the time a written notification that the caution has been recorded. An order must be made for the player or his club to pay an administration charge of £8 within 14 days of the date on the written notification. Where a child is concerned the club for which he is playing at the time of the offence must pay the £8 charge.

- 5.3 It is the duty of the club secretary and the player, within 14 days of the date stated on the notification, to ensure that the Association Secretary receives the completed player reply form with such information that includes: -
- (a) The full name and address of the player.
 - (b) His date of birth (and other personal identification data requested).
 - (c) The name of each club for which he is currently registered and was registered in the previous two seasons.
 - (d) The signature of the player concerned.
 - (e) The names of any school, college or other educational establishment currently attended.

If the player is not available to sign the pro-forma document, the club should complete and return it indicating the reason for the non-completion together with the administration fee and confirmation as to whether or not the player has been made aware of the contents. Any suspension order resulting from failure to comply with 5.3 (a)–(e) above shall be on the club and the individual player, subject to Section 11 below.

- 5.4 A player will not be permitted to request a "Review" in respect of an individual caution except in the case of a claim of mistaken identity. Any such claim must be lodged in writing with the Association Secretary within 14 days of the match - by both the club and the player alleging mistaken identity - giving particulars upon which the Claim is founded. The player admitting the offence must agree to the club submitting the claim. If the chairman of the Disciplinary Committee and/or the Association Secretary are satisfied that the claim warrants further investigation, a Disciplinary Commission of not less than three nor more than five members must be appointed to deal with the matter. If the members of the Disciplinary Commission are satisfied that mistaken identity has been proved, the record of the offence will be transferred to the appropriate offender, who may be subject to disciplinary action in accordance with the provisions of the current procedures, if applicable. If the Disciplinary Commission is not satisfied that mistaken identity has been proved the caution will be recorded on the original player's record.
- 5.5 Recommended Punishments (*Law 12 Caution Offences*)

	<i>Penalty Points</i>
Unsporting behaviour	1
Dissent by word or action	1
Persistently infringe the Laws of the Game	1
Delay the restart of play	1
Fail to respect the required distance when play is restarted with a corner kick or free kick or throw in	1
Enter or re-enter the field of play without the permission of the Referee	1
Deliberately leave the field of play without the permission of the referee	1

6. Sending Off Offences

- 6.1 Subject as provided by Part I Section 3 of this Memorandum, upon receiving a report from the referee that he has dismissed a player from the Field of Play for misconduct, the Association Secretary must: -
- 6.2 Send an acknowledgement to the referee and send to the secretary of the player's club a copy of the referee's report together with a letter offering a punishment in accordance with section 6.6 (below) and the appropriate fine and the suspension period. Copies of assistant referees' reports need not be sent unless either was a direct witness of the incident concerned.

- 6.3 An order must be made for the player or his club to pay an administration charge of £8, within 14 days of the date on the letter informing him of the offered punishment. Where a child is concerned the club for which he is playing at the time of the offence must pay the £8 charge.
- 6.4 Upon receiving from the Association Secretary a notification that a player of his club has been offered a punishment for an alleged offence the club secretary must convey it with the referee's report to the player concerned. It is the duty of the club secretary and the player to acknowledge receipt of the notification within 14 days of the date stated on it, and to ensure that the Association Secretary receives the acknowledgement form fully completed with such information (that includes):
- The full name and address of the player;
 - His date of birth (and other personal identification data);
 - The name of each club for which he is currently registered and was registered in the previous two seasons;
 - The signature of the player concerned;
 - The names of any school, college or other educational establishment currently attended.
- 6.5 In the event that a player does not accept the offer of the recommended punishment, as determined from time to time by The Football Association, he can:-
- Request a Personal Hearing to rebut the charge. An application for a personal hearing must include written reasons for the personal hearing together with the estimated number of witnesses to attend the hearing for time management purposes. A personal hearing cannot be declined because of the reasons submitted in this instance (see Section 13).
 - Submit a written plea for leniency, setting out any mitigating factors that the player wishes to be considered.
- Option (b) entails acceptance of the report(s) on which the charge is based, and a Commission of not less than three nor more than five members will be appointed to consider the plea for leniency made by the player.

6.6 Recommended Punishments

	<i>Suspension (days)</i>	<i>Fine (£)</i>	<i>Penalty Points</i>
(a) Serious foul play	21	15	3
(b) Violent Conduct	35	25	4
(c) Attempting to kick or strike another player	21	15	3
(d) Kicking or striking another player	35	25	4
(e) Violent head to head butting	112	75	7
(f) Attempting to head butt	21	15	3
(g) Head to head contact	42	30	4
(h) Spitting or similar unseemly behaviour directed at an opponent or any other person (not at a match official)	112	50	4
(i) Denying a goal or an obvious goal scoring opportunity by physical means or by deliberately handling the ball	7	15	2
(j) Use of offensive or insulting or abusive language or gestures	14	15	2
(k) Use of offensive or insulting or abusive language or gestures directed at match officials	35	25	4
(l) Receiving a second caution in the same match	7	15	2

7. Breaches of Rules E3 or E4 of The Rules of The Football Association

- 7.1 Upon receiving a referee's report that he has dismissed a player from the Field of Play for misconduct (that is outside the scope of Sections 6.6) for which no recommended punishment is available or is misconduct deemed by the Association to be of a serious nature, and committed before, during or after a match, the Association Secretary must:-
- 7.2 Send an acknowledgement to the referee and send to the secretary of the club for which the player was playing at the time, a copy of the referee's report accompanied by a written notification detailing the offence(s) that the player is alleged to have committed. Copies of assistant referees' reports need not be sent unless either official was a direct witness of the incident concerned. An order must be made for the player or his club to pay an administration charge of £8 within 14 days of the date on the written notification of a charge. Where a child is concerned the club for which he is playing at the time of the offence must pay the £8 charge. *(The administration charge is not applicable in cases of misconduct that have been raised in addition to a standard offer of punishment from a single Referee report.)*
- 7.3 Upon receiving the notification from the Association Secretary that one of the players of his club has been charged with misconduct for an alleged offence the club secretary must convey it with the referee's report to the player concerned. It is the duty of the club secretary and the player to acknowledge receipt of the notification within 14 days of the date stated on it and to ensure that the Association Secretary receives the acknowledgement form fully completed with such information (that includes):
- (a) The full name and address of the player;
 - (b) His date of birth (and other personal identification data);
 - (c) The name of each club for which he is currently registered and was registered in the previous two seasons;
 - (d) The signature of the player concerned;
 - (e) The names of any school, college or other educational establishment currently attended.
- 7.4 In the event that a player does not accept his guilt of an offence as charged by the Association, he can:-
- (a) Request a Personal Hearing to rebut the charge. An application for a personal hearing must include written reasons for the personal hearing together with the estimated number of witnesses to attend the hearing for time management purposes. A personal hearing cannot be declined because of the reasons submitted in this instance (see Section 13).
 - (b) Submit a written plea for leniency, setting out any mitigating factors the player wishes to be considered.
- Option (b)* entails acceptance of the report(s) on which the charge is based, and (in either case) a Disciplinary Commission of not less than three nor more than five members will be appointed to consider the plea for leniency made by the player.
- 7.5 **Recommended Punishments**
- Guide to other recommended punishments for further same game offences following charges under Rules E3 and/or E4 of The Rules of The Football Association.

Offences under Rule E3 of The Association	<i>Suspension (days)</i>	<i>Fine (£)</i>	<i>Penalty Points</i>
(a) Refusing to give name or giving a false name to the referee when ordered to do so	21	£30	4
(b) Refusing to leave the Field of Play when ordered to do so	42	£30	4
(c) and/or causing the match to be abandoned	112	£75	5
(d) causing the match to be abandoned (Club Charge)	Minimum	£50	5
(e) Improper or insulting behaviour towards match officials	112	£75	5

7.6 Offences under Rules E3 or E4 of The Rules of The Football Association

Disciplinary Commissions' Guide to recommended ranges of additional punishments following Charges under Rules E3 and E4 of the Rules of The Football Association.

(a) Not acting in the best interests of the game	
(b) Acting in a manner that is deemed to be improper	Punishment at the discretion of a Disciplinary Commission
(c) Bringing the game into disrepute	
(d) Violent conduct or serious foul play – considered to be of a serious nature	Each a minimum of 35 days up to a maximum of 84 days suspension and also £75 fine. <i>Penalty Points to be decided by the Disciplinary Commission</i>
(e) Use of threatening words/gestures	
(f) Threatening and insulting behaviour	
(g) Use of abusive words/gestures – considered to be mid-range	Each a minimum of 21 days up to a maximum of 56 days suspension and also £50 fine. <i>Penalty Points to be decided by the Disciplinary Commission</i>
(h) Abusive behaviour	
(i) Use of indecent words/gestures	
(j) Indecent behaviour	
(k) Use of insulting words/gestures – considered to be less serious	Each a minimum of 7 days up to a maximum of 28 days suspension and also £30 fine. <i>Penalty Points to be decided by the Disciplinary Commission</i>
(l) For any offence under 7.6 where an Aggravating Factor* has been accepted or proved.	For a first offence – the suspension and fine to be doubled, and for a second offence be trebled. Any subsequent offence proved should result in a substantial period of suspension from all football and football activities together with a fine of not less than £200.
*An Aggravating Factor is defined in Rule E3(2) as where a breach of Rule E3(1) includes a reference to any one or more of a person's:	
(a) ethnic origin	
(b) colour	
(c) race	
(d) nationality	
(e) faith	
(f) gender	
(g) sexual orientation	
(h) disability	

7.7 Offences under Rule E4 of The Football Association

<p>Proved guilty of an act of discrimination by reason of:</p> <ul style="list-style-type: none"> (a) ethnic origin (b) colour (c) race (d) nationality (e) faith (f) gender (g) sexual orientation (h) disability 	<p>Any punishment to be imposed for an action that is proved to be one of discrimination must be at the discretion of the Commission dealing with the matter and based on Section 4.4 above.</p>
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8. Continuing (and Club Aggregate) Misconduct

8.1 Continuing Misconduct

8.2 An Association will bring a charge under Rule E3 of The Football Association if a Participant is not acting in the best interests of the game when he has been disciplined for a sending off offence and/or a breach of Rules E3 and/or E4 of The Rules of The Football Association on more than one occasion in the same season (in different matches). The Participant will receive the automatic punishments applicable for the offence as determined by The Football Association. There is no right of appeal or entitlement to enter a plea for leniency for these charges. When dealing with such cases of continuing misconduct a Disciplinary Commission considering what penalty to impose must take into account the punishments that were imposed for the offences.

8.3 (a) A player who has five or ten cautions recorded against him in the same season will receive the automatic punishment applicable for the offence as determined from time to time by The Football Association. There is no right of appeal or entitlement to enter a plea for leniency for these charges.

(b) A player who has already been the subject of disciplinary action as a result of accumulating five and then ten cautions in the season will be subject to a charge under Rule E3 of The Football Association for every additional five cautions recorded in the season, in that he is not acting in the best interests of the game.

8.4 Prior to any punishment imposed in 8.3(b) above, a player has the right to submit a WRITTEN PLEA for leniency to be presented to a Disciplinary Commission.

8.5 Automatic Punishments

	<i>Suspension (days)</i>	<i>Fine (£)</i>	<i>Penalty Points</i>
(a) 5 Cautions in a season – between the opening and last day of the season	7	10	0
(b) 10 Cautions in a season – between the opening and last day of the season.	7	10	0
(c) After each further 5 Cautions	Charge with Continuing Misconduct		
(d) 2 sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches	7	15	0
(e) 3 sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches	Charge with Continuing Misconduct and instruct to appear before a commission		
(f) 4 or more sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches	Charge with Continuing Misconduct and instruct to appear before a commission		

8.6 Aggregate Misconduct (Clubs)

- 8.7 Associations may, at their option, use a penalty points based system to punish clubs whose misconduct is deemed excessive. If the Association chooses to punish clubs for Aggregate Misconduct they must use a system that conforms to these Regulations.
- 8.8 Penalty points for Cautions and Standard Punishments are listed against the relevant offences in these Regulations. Disciplinary Commissions must, if they find the charge proved, allocate an appropriate number of disciplinary points to the case in addition to any fine, costs and suspension.
- 8.9 These points are effective once the case:
- is reported for Cautions;
 - is accepted or out of time to request a hearing for standard punishments (unless a hearing has been requested);
 - has had a hearing for cases having hearings (unless an appeal is requested);
 - has had an appeal for cases going to appeal;
- Penalty points must not be awarded to charges found not proved.
- 8.10 Penalty points work on a seasonal basis, with points being included in clubs' totals for offences committed between the first and last days of the season, on an inclusive basis. Points must not be carried forward from one season to the next.
- 8.11 Misconduct dealt with by The Football Association must not be included in the penalty points totals.
- 8.12 Sanctions should be imposed at three stages, each incurring an Administration Charge, currently set at £10.
- 8.13 The number of points allowed for each stage (the Threshold), must be related to the number of teams that each club possesses.
- 8.14 Associations may make allowances in the number of teams that a club is deemed to have for Aggregate Misconduct, to reflect clubs whose disciplinary cases are handled by The Football Association. This is to prevent such clubs gaining an unfair advantage.
- 8.15 Recommended Points Allowances per Club per Season
- | No of teams | 1 | 2 | 3 | 4 | 5 | Each Additional team |
|-------------|----|-----|-----|-----|-----|----------------------|
| Stage I | 25 | 48 | 69 | 88 | 105 | 20 |
| Stage II | 50 | 96 | 138 | 176 | 210 | 40 |
| Stage III | 75 | 144 | 207 | 264 | 315 | 60 |
- 8.16 Recommended Fines for Exceeding a Threshold
- For exceeding Stage I £25 plus an Administration Fee
 - For exceeding Stage II £50 plus an Administration Fee
 - For exceeding Stage III £100 plus an Administration Fee
- Associations may vary Fines and Thresholds at their Discretion.
- 8.17 Clubs that significantly exceed Stage III should be subject to further disciplinary action.
- 8.18 The Disciplinary Commission shall have the power to impose or recommend as appropriate, any one or more of the following penalties on the offending club:
- a reprimand and/or final warning as to future conduct;
 - a further fine;
 - suspension from all or any specified football activity from a date that the Disciplinary Commission shall order, permanently or for a stated period or number of matches;

- (d) expulsion from a competition of the appropriate Association;
- (e) expulsion from membership of the appropriate Association;
- (f) such further or other penalty or order as the Disciplinary Commission considers appropriate.

9. Assaults on Match Officials

The following Regulations shall apply at all levels of the game (*excluding the 6 designated Leagues*):

- 9.1 In addition to assisting a match official who has reported an assault against him, The Football Association or appropriate Association shall without delay investigate the match official's report and if, after such investigation, the chairman and secretary of the Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender they shall take such steps as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of (the date of) the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge, until a Disciplinary Commission has heard and adjudicated on the matter.
- 9.2 There shall be three categories of assaults:
- (a) COMMON ASSAULT
 - (b) ASSAULT CAUSING BODILY HARM
 - (c) ASSAULT CAUSING SERIOUS BODILY HARM
- 9.3 All assaults on match officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, giving the decision of the Disciplinary Commission together with any reason for variation of the recommended punishments set out in 4 below. (If a match official who has reported a participant for an assault upon his person makes a written request for the decision and punishment awarded such must be made available to him at the earliest opportunity).
- 9.4 Recommended punishments for a person found guilty of an assault upon a match official are as follows (and cover football at all levels of the game):
- | | |
|--|--|
| (a) (i) Common Assault | 182 days suspension plus a £150 fine |
| (ii) Common Assault by way of spitting at or on a Match Official | 1 year suspension plus £150 fine |
| (b) Assault causing or attempting to cause bodily harm | <i>Sine die</i> suspension with no bodily review to be considered under a period of 5 years plus £250 fine |
| (c) Assault causing serious bodily harm | Permanent suspension
(see Section 1.9) |

10. Assaults by Participants on other Participants

- 10.1 When a referee's report indicates that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match, The Football Association or appropriate Affiliated Association may, as in cases of assaults on match officials, without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge until a Disciplinary Commission has heard and adjudicated on the matter.

10.2 The recommended punishments for such offences are set out below: -

Offender	
(a) Player	A suspension for a minimum of 140 days plus £150 fine for a first offence but, depending on severity, <i>sine die</i> with no review for five years.
(b) Club official	As for (a) above but: <ul style="list-style-type: none"> (i) If on a player or other official but not a match official; suspension from all football and football activities (ii) If on a Match Official – section 9 above will apply.
(c) Match official	As for Match Officials assaulted by a Player. But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed.

11. Failure to Comply

11.1 When the provisions above are not complied with, the player's right to a Personal Hearing or to make a plea for leniency is forfeited and the Disciplinary Commission may deal with the reported misconduct on such evidence as is available.

11.2 Failure on the part of the player or his club secretary to discharge any of the requirements set out at clauses in Sections 5, 6 and 7 above may constitute misconduct, which may result in a further charge against the player, his club, or both. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further 7 days given to respond to the charge. Failure to respond within the 7 days will result in a further Late Fine of £20 and the Club and Player being suspended after a further 7 days until the provisions above have been complied with). Any punishment imposed for failure to comply will be limited to a financial penalty if the fault of the club, but may include suspension of the player where it is the player's fault.

11.3 When dealing with compliance issues the Association must consider the following:-

- (a) whether the player has responded to his club;
- (b) whether the club has failed to pass on his reply;
- (c) whether the club has informed the Association that the player has failed to respond;
- (d) whether the player has left the club.

12. Suspension pending Misconduct Hearing

12.1 The appropriate (Affiliated) Association shall have the power, in consultation with The Football Regulatory Authority, to order that an Official of a Club affiliated to or a Player registered with that Association, and not one associated with the 6 designated Leagues, shall be suspended from all or any specific activity for such period and on such terms and conditions as agreed by The Football Association and the Association considers appropriate (an "Interim Suspension Order").

12.2 The Interim Suspension Order shall apply when the Club Official or Player has been charged by the Affiliated Association in relation to an alleged act of serious misconduct, or with a criminal offence, or by a League sanctioned by the Affiliated Association or The Football Association in connection with disciplinary action pursuant to relevant regulations of the League.

12.3 As soon as reasonably practicable notification of an Interim Suspension Order shall be advised to the Player and/or the Club and will be lifted when the charge of misconduct is dealt with by a Disciplinary Commission or the criminal charges are withdrawn or found not to have been proved.

13. Personal Hearing

(See also: General Provisions relating to Inquiries, Commissions of Inquiry, Regulatory Commissions of The Association and Other Disciplinary Commissions and Appeal Boards; and Disciplinary Procedures to be used at Personal Hearings before Disciplinary Commissions requested by Participants of Clubs and Clubs dealt with by County and Other Affiliated Associations).

- 13.1 The notification indicating a charge must inform the player of the right to request a Personal Hearing in respect of the alleged offence and must also indicate that in the event of the charge being proved there will be a liability to be ordered to pay all or part of the costs of the Personal Hearing, which costs may include a part of the overhead expenses of the Association attributable to the hearing. Similarly, in cases where the rules or regulations of the Association require the deposit of a fee for a Personal Hearing, (as determined by the Council - currently £25) at the time of such request the player must be informed that the fee is liable to be forfeited in full or in part if the charge is proved, in addition to any fine which may be imposed. In an unproved case neither a fee may be retained, nor may Disciplinary Commission costs be levied, either for a Personal Hearing or for any other "non-Personal Hearing" case. (Disciplinary Commission costs cannot be levied in cases where a player has been instructed to appear before a Disciplinary Commission).
- 13.2 Upon receiving a request for a Personal Hearing in respect of an alleged offence, the Association will appoint a Disciplinary Commission of not less than three nor more than five members to hear and adjudicate upon the charge. In the case of a player under the age of 18 years of age on the date fixed for the hearing, it shall take place either in the presence of a parent or guardian of the player or another appropriate adult.
- 13.3 Fines must not be imposed on children (Section 1.5(b)). Any fine and administration charges arising out of misconduct by a child must be levied on the club.
- 13.4 The player, through his club secretary, must be given the date, time and venue fixed for the Personal Hearing and arrangements made for the attendance before the Disciplinary Commission of any witnesses in support of the charge, in particular the match official(s) on whose report the charge has been brought. At a Personal Hearing of a charge a Disciplinary Commission may adopt such procedures as it considers appropriate and expedient for the just determination of the charge brought before it. A Disciplinary Commission shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- 13.5 The person charged and the match official(s) concerned should be given a minimum 14 days' notice of details of the Personal Hearing. Any written request to the Disciplinary Commission for a postponement of the hearing should be given consideration. If the reason submitted is considered valid, then a postponement should be granted, and in such circumstances costs may be charged. A request for a second postponement by the same party should not be granted.
- 13.6 If the charge is found not proved, any record of it will be expunged. If the charge is found proved the Disciplinary Commission will decide what punishment, if any, is to be imposed. In so doing, members of the Disciplinary Commission must consider the overall nature and effect of the offence(s) and the player's previous record and any plea for leniency.
- 13.7 Except when an Appeal has been lodged, any fines or costs that are ordered must be paid before the expiry of 14 days from the date of the order. Failure to pay within such period is deemed to be misconduct punishable by censure, a further late fine and/or suspension as determined by a Disciplinary Commission. (This second Disciplinary Commission shall have the power to consider the matter on 48 hours notice and the power to suspend for continuing non-payment.) (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further 7 days given to

respond to the charge. Failure to respond within the 7 days will result in a further late fine of £20 and, after a further 7 days, the Club and Player being suspended until the provisions above have been complied with.) The player and his club are jointly and severally responsible for payment of the fine and costs. The club shall take such action as may be necessary to recover any sum paid on the player's behalf. The rules or regulations of an Association must provide for disciplinary action to be taken against a player who fails to reimburse his club in accordance with the Football Debt Recovery (Section 14) regulations approved by Council.

- 13.8 A Disciplinary Commission shall comprise members appointed by the appropriate Association. The appointed members of such Disciplinary Commissions shall have no previous personal knowledge of the events or any involvement with any of the participants concerned.
- 13.9 Participants shall have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Football Association. This right of appeal is limited to offers of punishment in excess of 21 days suspension and a fine of £15. The player and / or the club for which the player was playing at the time may appeal within 14 days of the sending of the decision notification. There shall be no further right of challenge in respect of decisions of Disciplinary Commissions, which are otherwise final and binding.
- 13.10 The decision of the Association will be sent by first-class post or by e-mail to the secretaries of all clubs for whom the player is known to be currently playing and to the player's home address if known. Each of these secretaries is responsible for informing the player of the decision.
- 13.11 The commencement date of any suspension imposed on a player is at the discretion of the adjudicating Disciplinary Commission, subject to the suspension starting on a Monday. Such date must allow for the 14-day period permitted for an appeal.

14. Football Debt Recovery

- 14.1 Associations are required to operate a system to collect football debts on behalf of Affiliated Clubs, Affiliated Leagues and Other Associations.
- 14.2 Football debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. Match Fees), and playing expenses (e.g. pitch hire). Incidental costs (e.g. fund raising activities, Club Subscriptions) do not fall within the scope of Football Debt Recovery.
- 14.3 Associations may take action against individuals or groups of individuals. Individuals may be pursued where they are refusing to reimburse an individual club for a qualifying debt. Where a club has folded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt.
- 14.4 Where a club's debts are apportioned to individuals they must then be treated as individuals, and any disciplinary action must not be linked to the recovery of the total debt.
- 14.5 It is incumbent on the creditor to take reasonable steps to recover the debt before asking their parent Association to take action. This would normally include approaching the debtor personally as well as contacting them in writing to seek payment.
- 14.6 The Parent Association should be approached as soon as it is clear there is a problem. In all cases this should be within 28 days of formal payment being requested, and 56 days of the debt being incurred.
- 14.7 Upon receipt the Association must immediately take steps to verify whether the debt is valid and notify the creditor and debtor of its decision.
- 14.8 Upon being satisfied that a qualifying debt exists the Association must apportion the

debt on a pro-rata basis and notify the individual or individuals concerned. The Association may add an Administration Fee (not exceeding £8) to each individual's pro-rata debt.

- 14.9 Upon being notified, an individual must pay the debt within 21 days of the issue of the notification letter or appeal in accordance with the appeal procedures. If payment or appeal is not received the individual will be suspended sine die until the debt is paid and he is notified that the suspension has been lifted. This suspension will commence from (and include) the 22nd day after the date the notification was issued.

PART II

An Affiliated Association in formulating its rules and regulations for misconduct may adopt and include some or all of the following powers: -

1. To make an order that a club whose players are persistently found guilty of misconduct
 - (a) Be censured and/or fined in accordance with the approved penalty point process
 - (b) May have its affiliation suspended or cancelled
2.
 - (a) Any other power approved in writing by The Football Association.
 - (b) Any optional or alternative power granted to an Affiliated Association in accordance with Section 2(a) shall continue from year to year until such time as the approval is withdrawn. Such approval may be withdrawn by notice in writing from The Football Association given before 30th April, in any year.

NOTES

MEMORANDUM OF PROCEDURES

DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES

As set out in the Schedule hereto for Players associated with the First Team* of a Club competing at Steps 5 and 6.

These comprise Clubs competing in the Northern League Division 1 & 2, Northern Counties East Premier and Division 1, North West Counties League Division 1 & 2, Midland Football Alliance, United Counties League Premier & Division 1, Hellenic League Premier Division, Division 1 East and Division 1 West, Eastern Counties League Premier & Division 1, Western League Premier & Division 1, Wessex League Premier and Division 1, Spartan South Midlands League Premier & Division 1, Combined Counties League Premier and Division 1, South West Peninsula League Premier Division, Kent League Premier Division, Essex Senior League Premier Division, Sussex County League Division 1 & 2, West Midlands (Regional) League Premier Division and the Midland Combination Premier Division.

*These procedures also apply to a Reserve Team who play at Step 5/6 of a Club whose First Team compete at Steps 2 to 4, The FA Women's Premier League and County FA Representative Football.

This Memorandum cites procedures as they apply exclusively to Participants who are acting as Players when reported.

Save for serious or repeated proved misconduct, Participants offending in a capacity other than as Players in a match (at all levels) should not be suspended but be subject to any of a reprimand, a warning as to future conduct, a written undertaking not to repeat, a touch-line ban for a period of time, and a Fine (active or suspended for a given period), together with costs in proved guilty cases.

For the purposes of these Procedures any reference to a players Club means the Club for which the Player was playing when he was cautioned, dismissed or reported for misconduct.

1. Definitions

- 1.1 In this Memorandum the words "the Association" refer to the appropriate County or other Affiliated Association, and the words "the Association secretary" mean and include any person nominated to discharge a part of the regulatory and disciplinary administration of the Association as well as its actual secretary and Disciplinary Commission means a commission established by the appropriate Association.
- 1.2 Wherever gender is referred to in this Memorandum, either shall be inferred, as relevant.
- 1.3 All written communications from a player to the Association secretary must be sent by the secretary of the player's club unless the player is no longer registered with that club.
- 1.4 Every Association must set out in its rules or regulations a copy of these procedures, which are to be followed after a player has been cautioned or dismissed from the Field of Play while playing in a match for a club or a particular team of a club not dealt with by The Football Association.
- 1.5
 - (a) A "child" means a person who at the date of the relevant match was under the statutory school-leaving age and throughout these regulations full-time education refers to a child who is of compulsory school age or who is over the school-leaving age but is under the age of 18 and is for the time being attending a school or in full-time education in an establishment of further education.
 - (b) Financial penalties for misconduct must not be imposed on a child (Sections 5.2, 6.3 & 7.2 and 13.3). Where a Automatic Punishment or Disciplinary Commission decision includes any financial element then the player's club is liable for the sum imposed.

- 1.6 Wherever "written" or "letter" is referred to in this Memorandum this is deemed to include communication by fax or e-mail. Where an Association chooses to communicate by fax or e-mail it must take all reasonable steps to ensure that the address or fax number used is current.
- 1.7 This Memorandum effective from 1st July 2006 until further notice.
- 1.8 The term "suspension" in this Memorandum means the suspension is from playing football ONLY and any other sanction required for the period of suspension must be specified in the decision letter.
- 1.9 Any reference to cautions in this Memorandum refers only to those received playing at Steps 5 and 6. Cautions received playing for a Club outside of Steps 5 and 6 will be separate and not added to the total received under this Memorandum (see also paragraph 11.3).
- 1.10 Permanent Suspension means no review to be considered under a period of 10 years.

2. Timing

Disciplinary procedures shall commence no later than 90 days, and the outcome determined no later than 180 days from receipt of the report of alleged misconduct, or otherwise be void. If deemed reasonable, any period of delay requested or caused by the Participant will not count towards the 90/180 days. The Association must use due diligence to charge and/or finalise cases within that period of time and must conform with the requirements set out in this Memorandum, subject to the effects of the adoption by the Association of any of the alternative and optional powers set out in paragraph 20.

3. Administrative Procedures – Match Official Reports

An Association may reserve the right not to process a caution if the report is deemed to be invalid for any reason.

4. General

- 4.1 Without prejudice to the foregoing provisions of this Memorandum, an Association shall have the power to delegate to The Football Association or to another Affiliated Association its powers and duties to investigate and/or adjudicate in cases where it may be advantageous so to do.
- 4.2 If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending-off offence. However, the attention of the referee should be drawn to the correct procedure.
- 4.3 A Participant consents to abide by the Laws of the Game, the Rules and Regulations of The Football Association or an affiliated Association and to reasonable proportionate disciplinary action when playing the game. The issue of a caution is a decision based on a question of fact on the Field of Play upon which the Referee's decision is final. The recording of the caution and the consequences that follow are both reasonable and proportionate. Cautions, not being the subject of appeal, do not breach the Human Rights Act 1998.
- 4.4 When a player is dealt with by a Disciplinary Commission cases must be dealt with on their merits and a punishment awarded consistent with the overall nature and effect of the offence(s); also the player's record of misconduct over the current and previous five seasons.
- 4.5 Associations will impose split suspension periods where matches have to be carried over to the following season. The last day of the first suspension period shall be the Player's team's last competitive match of the season. The suspension will recommence with that same team's start of the following season. Competitive matches are defined in paragraph 11.3.

5. Reporting Offences By Match Officials

(a) Caution Offences

Referees must submit to the relevant Association within two days of the match (Sundays not included) a Report stating the offence. Referee reports for all County representative football must be sent to The Football Association. All FA County Youth Cup matches will be dealt with by The Football Association. All other reports will be returned to the relevant County Football association to administer.

(b) Sending Off Offences

Referees and Assistant Referees must submit to the relevant Association within two days of the match (Sundays not included) a Report stating the offence(s) and giving a description of the incident(s). Referee reports for all County representative football must be sent to The Football Association. All FA County Youth Cup matches will be dealt with by The Football Association. All other reports will be returned to the relevant County Football Association to administer.

(c) If a Referee omits to show the appropriate card when taking action against a player this does not nullify the caution or the sending off offence. However, the attention of the Referee should be drawn to the correct procedure.

6. Caution Offences

A player who has been cautioned in a match, will be notified through his Club by the Association of the offence reported by the Referee. At the same time will be advised of the total number of cautions recorded during the current season and, any punishment resulting from their accumulation. An administration fee of £8.00 will be charged for the processing of each report. For each caution received a player will be subject to one penalty point.

7. Sending Off Offences

A player who has been sent off in a match under the provisions of Law 12 will be notified through his Club by the Association of the offence reported by the Referee, and at the same time advised that he will be subject to the agreed automatic punishment (see paragraph 11). An administration fee of £8.00 will be charged for the processing of each report.

8. Claims of Mistaken Identity

In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a match, the PLAYERS concerned and the CLUB must within **three working days of the match** submit in writing to the Association particulars upon which the claim is founded, including the right to claim Wrongful Dismissal. If the Chief Executive of the Association, or his nominees, are satisfied that the claim warrants further investigation, a Disciplinary Commission shall be convened and will meet within the 21 days before any automatic penalty is due to take effect. If the members of the appointed Disciplinary Commission are satisfied that mistaken identity has been proved in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with the provisions of the current Procedures.

The relevant fee which **MUST** be included with the evidence is **£100** which may be retained if the claim is deemed to be unfounded and be used in full or in part to cover any costs incurred by a Disciplinary Commission. In the event of the fee not covering the amount of costs charged, an additional amount may be charged by the Disciplinary Commission.

9. Claims of Wrongful Dismissal

In the case of a claim of wrongful dismissal for offences with a penalty imposed under the Laws of the Game of an immediate dismissal (excluding Law S6, the use of offensive or insulting or abusive language / gestures), evidence upon which the claim is founded, which

must include a video cassette recording/DVD showing the incident, must be submitted by the player concerned and his Club, together with the relevant fee and MUST be received by The Association by the close of business of the third working day following the match (as below*). An indication by fax or e-mail (discipline@[insert name of county]fa.com e.g discipline@essexfa.com) on the first working day following the game is required to alert the Disciplinary Departments of the Association that a claim is to be submitted.

* **Saturday or Sunday game by Wednesday**

Monday/Thursday

Tuesday/Friday

Wednesday/Monday

Thursday/Tuesday

Friday/Wednesday

(If Bank Holidays fall within the period, the appropriate number of extra days will be made available.)

Once the claim is lodged with the Association and it is confirmed that the video shows the incident as reported by the Referee / Assistant Referee and the claim has conformed with the criteria, the Club will then be advised whether the claim has been accepted or not.

An accepted claim will be placed before a Disciplinary Commission within the 21 days before an automatic penalty is due to take effect. The Club, the player and Match Officials will NOT be invited to attend. The Disciplinary Commission will be dealing with the level of punishment only. The dismissal from the Field of Play will always remain on the record of the Club and the player and be the subject of the administration fee and the appropriate number of penalty points for a sending off.

The only decisions available to the Members of the Disciplinary Commission are:-

- (i) The punishment will remain with the fee being retained;
- (ii) The punishment will be withdrawn, the fee returned and that paragraph 11.5(e) of the procedure will not be invoked if the player is sent off again following the offence.

The relevant fee is **£100** and will be retained if the case is deemed to be unfounded and returned if any alterations are made to the offence or punishment.

10. Non-First Team Matches

A player who has been sent off or is to be the subject of a charge under the provisions of Rule E3 of The Football Association will be dealt with by the Association to which the Club is affiliated in accordance with the Disciplinary Procedures on pages 313 to 325 relating to Clubs dealt with by the Associations. A Player will have the right of Appeal against the decision reached by the Association, in accordance with the provisions of the Regulations for Football Association Appeals.

11. Punishments

11.1 Any period of suspension automatically imposed for a dismissal from the field of play will commence 21 days from the date of the offence. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined below under 11.3. In respect to County FA representative football, any suspensions will be from representative football only and not any other level of football.

11.2 Any period of suspension automatically imposed as a result of the recording of cautions under 11.4 will commence 21 days from the date of the last offence. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined below under 11.3.

11.3 The first team matches that can be used to clear a player of suspension are those to be played in a domestic competition organised by the Football Association (including the FA Challenge Cup and the FA Vase), the League in which the team play (including their League Cup(s)) and the Team's Parent County Senior Cup Competition. During the whole period of suspension the player is suspended from playing all football (including friendly matches and other Cup Competitions).

Where a player has to serve more than one suspension at the same time the following criteria will apply:

- (i) Any suspensions awarded under the provisions of these procedures and due to commence on the same date will result in the total number of matches involved running consecutively.
- (ii) Any suspensions that overlap, in that the next one starts before the previous one ends will also run consecutively as above.
- (iii) Matches cannot be used more than once to cover two or more suspensions.
- (iv) Any suspension imposed under the provisions of these procedures that is or will be affected by a period based suspension will automatically commence 21 days from the date of the offence. The matches to be used in relation to this suspension may be before and/or after the period based suspension. The two suspensions cannot run concurrently.

11.4 Cautions Administered On The Field Of Play

- (a)
 - (i) If a player accumulates five recorded cautions in any Competition, but receives the 5th caution between the opening day of the Playing Season and the last day in February in the same Season, he will be suspended automatically for a period covering **One First Team Match plus a fine of £15.**
 - (ii) If a player accumulates five recorded cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be **Warned as to his Future Conduct.**
 - (iii) A player who has already been subject to disciplinary action as a result of five recorded cautions and then goes on to record a further five cautions during the same Season, will be subject to the following punishments: -
 - (iv) If a player accumulates ten recorded cautions in any Competition between the opening day of the Playing Season and the second Sunday of April in the same Season, he will be suspended automatically for a period covering **Two First Team matches plus a fine of £15.**
 - (v) If a player accumulates ten recorded cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be **Severely Censured and Warned as to his future Conduct.**
 - (vi) If a player accumulates fifteen recorded cautions in any Competition between the opening date of the Playing Season and the last day of the same Season, he will be suspended automatically for a period covering **Three First Team matches plus a fine of £15.**
 - (vii) A player who has already been subject to disciplinary action as a result of recording five, ten and fifteen cautions, and who goes on to record 20 cautions in the same Season, shall be required to attend a meeting of a Disciplinary Commission, within 21 days of the date of the last caution. The members of a Disciplinary Commission shall have the power to deal with the player in such manner as they deem fit. The same procedure will apply for every further five cautions recorded against a player.
 - (viii) Any period of suspension or part that remains outstanding at the end of a Season must be served at the commencement of the following Season.

- 11.5 (a) PLAYERS SENT OFF UNDER LAW 12 (7)**
A player who is dismissed from the Field of Play for receiving a second caution in the same match will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed **one match** in an approved competition, as per 11.3, **fined the sum of £20 and be subject to 2 penalty points.**
- (b) PLAYERS SENT OFF UNDER LAW 12 (4) and (5)**
A player who is dismissed from the Field of Play for denying a goal or an obvious goal-scoring opportunity by physical means or by handling the ball, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed **one match** in an approved competition, as per 11.3, **fined the sum of £20 and be subject to 2 penalty points.**
- (c) PLAYERS SENT OFF UNDER LAW 12 (6)**
A player who is dismissed from the Field of Play for using offensive or insulting or abusive language/gestures whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed **two matches** in an approved competition, as per 11.3, **fined the sum of £30 and be subject to 2 penalty points.**
- (d) PLAYERS SENT OFF UNDER LAW 12 (1), (2) and (3)**
A player who is dismissed from the Field of Play for Violent Conduct, Serious Foul Play or spitting at an opponent or any other person whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed **three matches** in an approved competition, as per 11.3, **fined the sum of £40 and be subject to 4 penalty points.**
- (e) ADDITIONAL SENDINGS OFF.**
Players dismissed from the Field of Play for a second time in the same Season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match. A player dismissed for a third time in the same Season will be suspended for an extra two matches, and so on. A Disciplinary Commission, when dealing with a Claim of Wrongful Dismissal (paragraph 9) has the power not to invoke a further one match suspension if it so desires.
- (f) OUTSTANDING SUSPENSIONS**
Any suspension or part thereof which remains outstanding at the end of a season, must be served at the commencement of the following season.
- (g) RULE E3 OF THE FOOTBALL ASSOCIATION**
A charge of Misconduct (as defined in and) pursuant to Rule E3 of the Rules of The Football Association may be brought against a player in relation to an incident, notwithstanding that the same incident has been dealt with pursuant to this Memorandum. A Disciplinary Commission considering a charge under Rule E3 of The Football Association in such circumstances, shall have regard to any punishment imposed under this Memorandum when considering any punishment under paragraph 18 of the Disciplinary Procedures to be used at Personal Hearings before Commissions requested by Participants of Clubs and Clubs dealt with by the Associations.

- (h) **PAYMENT TO PLAYERS UNDER SUSPENSION**
Clubs must not pay a player more than his basic wage during the period of a suspension.
- (i) **RE-ARRANGED MATCHES**
A Disciplinary Commission shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the Club with a view to enabling a player to complete his suspension and thus qualify him to play in a specific match.

12. **Aggregate Misconduct (Clubs)**

- 12.1 Associations may, at their option, use a penalty points based system to punish clubs whose misconduct is deemed excessive. If the Association chooses to punish clubs or Aggregate Misconduct they must use a system that conforms to these regulations.
- 12.2 Penalty points for cautions and dismissals from the Field of Play are listed against the relevant offences in these Regulations.
- 12.3 These points are effective once the offence:
- is reported for cautions or dismissals;
 - has had a hearing for cases having hearings (unless an appeal is requested);
 - has had an appeal for cases going to appeal.
- Penalty points must not be awarded to charges found not proved.
- 12.4 Penalty points work on a seasonal basis, with points being included in clubs' totals for offences committed between the first and last days of the season, on an inclusive basis. Points must not be carried forward from one season to the next.
- 12.5 Misconduct dealt with by The Football Association must not be included in the penalty points totals.
- 12.6 Sanctions should be imposed at three stages, each incurring an Administration Charge, currently set at £10.
- 12.7 The number of points allowed for each stage (the Threshold), must be related to the number of teams that each club possesses.
- 12.8 Associations may make allowances in the number of teams that a club is deemed to have for Aggregate Misconduct, to reflect clubs whose disciplinary cases are handled by The Football Association. This is to prevent such clubs gaining an unfair advantage.
- 12.9 Recommended Points Allowances per Club per Season
- | Each Additional team | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------|----|-----|-----|-----|-----|----|
| No of teams | | | | | | |
| Stage I | 25 | 48 | 69 | 88 | 105 | 20 |
| Stage II | 50 | 96 | 138 | 176 | 210 | 40 |
| Stage III | 75 | 144 | 207 | 264 | 315 | 60 |
- 12.10 Recommended Fines for Exceeding a Threshold
- For exceeding Stage I £25 plus an Administration Fee
 - For exceeding Stage II £50 plus an Administration Fee
 - For exceeding Stage III £100 plus an Administration Fee
- Associations may vary Fines and Thresholds at their Discretion.
- 12.11 Clubs that significantly exceed Stage III should be subject to further disciplinary action.
- 12.12 The Disciplinary Commission shall have the power to impose, or recommend as appropriate, any one or more of the following penalties on the Offending Club:
- a reprimand and/or final warning as to future conduct;

- (b) a further fine;
- (c) suspension from all or any specified football activity from a date that the Disciplinary Commission shall order, permanently or for a stated period or number of matches;
- (d) expulsion from a competition of the Association;
- (e) expulsion from a membership of the Association;
- (f) such further or other penalty or order as the Disciplinary Commission considers appropriate.

13. Disciplinary Action On Clubs For Misconduct By Their Players

Any Club who has six or more individual Players cautioned or Dismissed from the Field of Play in the same match will be automatically fined the sum of **£150** for the first occasion during the Season. For a second / third / fourth etc. occasion in the same Season, the fine on the Club will be **£300 / £450 / £600** etc.

14. Assaults On Match Officials

The following Regulations shall apply at all levels of the game (excluding the 6 designated Leagues):

- 14.1 In addition to assisting a match official who has reported an assault against him, The Football Association or appropriate Association shall without delay investigate the match official's report and if, after such investigation, the chairman and secretary of the Association or their nominees are satisfied that a *prima facie* case can be made out against the alleged offender they shall take such steps as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of (the date of) the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge, until a Disciplinary Commission has heard and adjudicated on the matter.
- 14.2 There shall be three categories of assaults:
- (a) COMMON ASSAULT
 - (b) ASSAULT CAUSING BODILY HARM
 - (c) ASSAULT CAUSING SERIOUS BODILY HARM
- 14.3 All assaults on match officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, giving the decision of the Disciplinary Commission together with any reason for variation of the recommended punishments set out in 4 below. (If a match official who has reported a participant for an assault upon his person makes a written request for the decision and punishment awarded such must be made available to him at the earliest opportunity).
- 14.4 Recommended punishments for a person found guilty of an assault upon a match official are as follows (and cover football at all levels of the game):
- | | | |
|-----|--|---|
| (a) | (i) Common Assault | 182 days suspension plus a £150 fine |
| | (ii) Common Assault by way of spitting at or on a Match Official | 1 year suspension plus £150 fine |
| (b) | Assault causing or attempting to cause bodily harm | <i>Sine die</i> suspension with no review to be considered under a period of 5 years plus £250 fine |
| (c) | Assault causing serious bodily harm | Permanent suspension – no review to be considered under a period of 10 years. |

15. Assaults By Participants On Other Participants

- 15.1 When a referee's report indicates that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match, The Football Association or appropriate Affiliated Association may, as in cases of assaults on match officials, without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a *prima facie* case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge until a Disciplinary Commission has heard and adjudicated on the matter.
- 15.2 The recommended punishments for such offences are set out below: -
- Offender
- | | |
|--------------------|---|
| (a) Player | A suspension for a minimum of 140 days plus £150 fine for a first offence but, depending on severity, <i>sine die</i> with no review for five years. |
| (b) Club official | As for (a) above but:
(i) If on a player or other official but not a match official;
suspension from all football and football activities
(ii) If on a Match Official – paragraph 14 above will apply. |
| (c) Match official | As for Match Officials assaulted by a Player. But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed. |

16. Failure To Comply

- 16.1 When the provisions above are not complied with, the player's right to a Personal Hearing or to make a plea for leniency is forfeited and the Disciplinary Commission may deal with the reported misconduct on such evidence as is available.
- 16.2 Failure on the part of the player or his club secretary to discharge any of the requirements set out in this Memorandum may constitute misconduct, which may result in a further charge against the player, his club, or both. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further seven days given to respond to the charge. Failure to respond within the seven days will result in a further Late Fine of £20 and the Club and Player being suspended after a further seven days until the provisions above have been complied with). Any punishment imposed for failure to comply will be limited to a financial penalty if the fault of the club, but may include suspension of the player where it is the player's fault.
- 16.3 When dealing with compliance issues the Association must consider the following:-
- whether the player has responded to his club;
 - whether the club has failed to pass on his reply;
 - whether the club has informed the Association that the player has failed to respond;
 - whether the player has left the club.

17. Suspension Pending Misconduct Hearing

- 17.1 The appropriate Affiliated Association shall have the power, in consultation with The Football Regulatory Authority to order that an Official of a Club affiliated to or a Player registered with that Association, and not one associated with the 6 designated Leagues, shall be suspended from all or any specific activity for such period and on such terms and conditions as agreed by The Football Association and the Association considers appropriate (an "Interim Suspension Order")
- 17.2 The Interim Suspension Order shall apply when the Club Official or Player has been charged by the Affiliated Association in relation to an alleged act of serious misconduct, or with a criminal offence, or by a League sanctioned by the Affiliated Association or the Football Association in connection with disciplinary action pursuant to relevant regulations of the League.
- 17.3 As soon as reasonably practicable notification of an Interim Suspension Order shall be advised to the Player and/or the Club and will be lifted when the charge of misconduct is dealt with by a Disciplinary Commission or the criminal charges are withdrawn or found not to have been proved.

18. Personal Hearing

(See also: General Provisions relating to Inquiries, Commissions of Inquiry, Regulatory Commissions of The Association, Other Disciplinary Commissions and Appeal Boards; and Disciplinary Procedures to be used at Personal Hearings before Commissions requested by Participants of Clubs and Clubs dealt with by County and Other Affiliated Associations).

- 18.1 The notification indicating a misconduct charge must inform the player of the right to request a Personal Hearing in respect of the alleged offence and must also indicate that in the event of the charge being proved there will be a liability to be ordered to pay all or part of the costs of the Personal Hearing, which costs may include a part of the overhead expenses of the Association attributable to the hearing. Similarly, in cases where the rules or regulations of the Association require the deposit of a fee for a Personal Hearing, (as determined by the Council - currently £100), at the time of such request the player must be informed that the fee is liable to be forfeited in full or in part if the charge is proved, in addition to any fine which may be imposed. In an unproved case neither a fee may be retained, nor may Disciplinary Commission costs be levied, either for a Personal Hearing or for any other "non-Personal Hearing" case. (Disciplinary Commission costs cannot be levied in cases where a player has been instructed to appear before a Disciplinary Commission).
- 18.2 Upon receiving a request for a Personal Hearing in respect of an alleged offence, the Association will appoint a Disciplinary Commission of not less than three nor more than five members to hear and adjudicate upon the charge. In the case of a player under the age of 18 years of age on the date fixed for the hearing, it shall take place either in the presence of a parent or guardian of the player or another appropriate adult.
- 18.3 Fines must not be imposed on children [Section 1.5(b)]. Any fine and administration charges arising out of misconduct by a child must be levied on the club.
- 18.4 The player, through his club secretary, must be given the date, time and venue fixed for the Personal Hearing and arrangements made for the attendance before the Disciplinary Commission of any witnesses in support of the charge, in particular the match official(s) on whose report the charge has been brought. At a Personal Hearing of a charge a Disciplinary Commission may adopt such procedures as it considers appropriate and expedient for the just determination of the charge brought before it. A Disciplinary Commission shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

- 18.5 The person charged and the match official(s) concerned should be given a minimum 14 days' notice of details of the Personal Hearing. Any written request to the Commission for a postponement of the hearing should be given consideration. If the reason submitted is considered valid, then a postponement should be granted, and in such circumstances costs may be charged. A request for a second postponement by the same party should not be granted.
 - 18.6 If the charge is found not proved, any record of it will be expunged. If the charge is found proved the Disciplinary Commission will decide what punishment, if any, is to be imposed. In so doing, members of the Disciplinary Commission must consider the overall nature and effect of the offence(s) and the player's previous record and any plea for leniency. If charging costs the Personal Hearing fee must be taken into account.
 - 18.7 Except when an Appeal has been lodged, any fines or costs that are ordered must be paid before the expiry of 14 days from the date of the order. Failure to pay within such period is deemed to be misconduct punishable by censure, a further late fine and/or suspension as determined by a Disciplinary Commission. This second Disciplinary Commission shall have the power to consider the matter on 48 hours notice and the power to suspend for continuing non-payment. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further seven days given to respond to the charge. Failure to respond within the seven days will result in a further late fine of £20 and, after a further seven days, the Club and Player being suspended until the provisions above have been complied with.) The player and his club are jointly and severally responsible for payment of the fine and costs. The club shall take such action as may be necessary to recover any sum paid on the player's behalf. The rules or regulations of an Association must provide for disciplinary action to be taken against a player who fails to reimburse his club in accordance with the Football Debt Recovery (Section 14) regulations approved by Council.
 - 18.8 A Disciplinary Commission shall comprise members appointed by the Association. The appointed members of such Disciplinary Commissions shall have no previous personal knowledge of the events or any involvement with any of the participants concerned.
 - 18.9 Participants shall have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Football Association. The player and / or the club for which the player was playing at the time may appeal within 14 days of the sending of the decision notification. There shall be no further right of challenge in respect of decisions of Disciplinary Commissions, which are otherwise final and binding.
 - 18.10 The decision of the Association will be sent by first-class post or by e-mail to the secretaries of all clubs for whom the player is known to be currently playing and to the player's home address if known. Each of these secretaries is responsible for informing the player of the decision.
 - 18.11 The commencement date of any suspension imposed on a player is at the discretion of the adjudicating Disciplinary Commission, subject to the suspension starting on a Monday. Such date must allow for the 14-day period permitted for an appeal.
- 19. Football Debt Recovery**
- 19.1 Associations are required to operate a system to collect football debts on behalf of Affiliated Clubs, Affiliated Leagues and Other Associations.
 - 19.2 Football debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. Match Fees), and playing expenses (e.g. pitch hire). Incidental costs (e.g. fund raising activities, Club Subscriptions) do not fall within the scope of Football Debt Recovery.
 - 19.3 Associations may take action against individuals or groups of individuals. Individuals may be pursued where they are refusing to reimburse an individual club for a

- qualifying debt. Where a club has folded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt.
- 19.4 Where a club's debts are apportioned to individuals they must then be treated as individuals, and any disciplinary action must not be linked to the recovery of the total debt.
- 19.5 It is incumbent on the creditor to take reasonable steps to recover the debt before asking their parent Association to take action. This would normally include approaching the debtor personally as well as contacting them in writing to seek payment.
- 19.6 The Parent Association should be approached as soon as it is clear there is a problem. In all cases this should be within 28 days of formal payment being requested, and 56 days of the debt being incurred.
- 19.7 Upon receipt the Association must immediately take steps to verify whether the debt is valid and notify the creditor and debtor of its decision.
- 19.8 Upon being satisfied that a qualifying debt exists the Association must apportion the debt on a pro-rata basis and notify the individual or individuals concerned. The Association may add an Administration Fee (not exceeding £8) to each individual's pro-rata debt.
- 19.9 Upon being notified, an individual must pay the debt within 21 days of the issue of the notification letter or appeal in accordance with the appeal procedures. If payment or appeal is not received the individual will be suspended *sine die* until the debt is paid and he is notified that the suspension has been lifted. This suspension will commence from (and include) the 22nd day after the date the notification was issued.

20. Further Disciplinary Action

An Affiliated Association in formulating its rules and regulations for misconduct may adopt and include some or all of the following powers: -

- 20.1. To make an order that a club whose players are persistently found guilty of misconduct
- (a) Be censured and/or fined in accordance with the approved penalty point process
 - (b) May have its affiliation suspended or cancelled
- 20.2.
- (a) Any other power approved in writing by The Football Association
 - (b) Any optional or alternative power granted to an Affiliated Association in accordance with Section 2(a) shall continue from year to year until such time as the approval is withdrawn. Such approval may be withdrawn by notice in writing from The Football Association given before 30th April, in any year.

THE DISCIPLINARY PROCEDURES TO BE USED AT PERSONAL HEARINGS BEFORE DISCIPLINARY COMMISSIONS REQUESTED BY PARTICIPANTS OF CLUBS AND CLUBS DEALT WITH BY COUNTY AND OTHER AFFILIATED ASSOCIATIONS.

Personal Hearings before a Disciplinary Commission

- A. Subject to the Rules of The Football Association, a Disciplinary Commission may adopt such procedures at a Personal Hearing of a Charge as it considers appropriate and expedient for the just determination of the Charge brought before it.
- B. A Disciplinary Commission shall not be bound by any enactment or Rule of Law relating to the admissibility of evidence in proceedings before a Court of Law.
 1. The Disciplinary Commission, having assembled shall appoint one of its number as Chairman. The Disciplinary Commission may appoint a person to act as Secretary to the Disciplinary Commission whose duty shall be to call the evidence to be submitted in support of the Charge and generally assist the Disciplinary Commission in its determination of the Charge.
 2. A participant may be represented by one individual. (For instance, a player may be represented by a Club Official of a Club with which he is associated or by a representative of the Professional Footballers' Association, and a Referee may be represented by a representative of the Referees Association except when he is acting as a witness.) A participant appearing before a Disciplinary Commission may be legally represented only with the prior consent of the Disciplinary Commission. Request for consent must be made with at least 7 days notice. An individual acting as representative for a participant shall not be allowed to give evidence at a Disciplinary Commission.
 3. The person charged and any representative shall be admitted to the hearing. The Disciplinary Commission shall satisfy itself that the person charged has had details of the Charge.
 4. Evidence (including witness evidence) in support of the Charge shall be received by the Disciplinary Commission. In cases concerning a report from a Match Official, that report shall be received in evidence first and shall be read out to the hearing. This report may have been submitted by email or through a web-site, in accordance with accepted FA procedures.
 5. The person charged or his representative shall have the right to ask questions relevant to the matters in issue of any witness in support of the Charge.
 6. After evidence in support of the Charge has been received by the Disciplinary Commission, any written statement made by the person charged shall be read out to the Disciplinary Commission.

The person charged may then give evidence on his own behalf and in such event he may have questions asked of him by the Disciplinary Commission. The person charged or his representative may then submit evidence and call witnesses.
 7. At any time the chairman and, through him, members of the Disciplinary Commission, may ask questions of any witness or any representative. The Disciplinary Commission may draw such inferences as it considers appropriate from the failure of the person charged to give evidence or answer a question put to him.
 8. In the event of the evidence submitted in answer to the Charge disclosing a point which the Disciplinary Commission considers was not covered in the evidence of, or not put to, any witness in support of the Charge, the Commission may recall any witness and ask questions of such witness. The person charged or his representative may also ask questions as at 5 above.
 9. The evidence having been completed to the satisfaction of the Disciplinary Commission, the person charged or his representative shall be entitled to make closing submissions

based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Disciplinary Commission.

10. At the conclusion of the closing submissions, all persons shall withdraw whilst the Disciplinary Commission considers the evidence and submissions presented to it and determines whether the Charge has been proved or not. After reaching its decision, the Disciplinary Commission shall recall the person charged and his representative. The chairman shall announce whether the Charge has been found proved or not proved.
11. If the Charge is found not proved the hearing will be declared closed.
12. If the Charge is found proved details of the Misconduct (as defined in and pursuant to the Rules of The Football Association) record of the person charged shall be received by the Disciplinary Commission. The person charged, or his representative, may then make a plea in mitigation.
13. At the conclusion of the plea in mitigation the person charged and his representative shall again withdraw and the Disciplinary Commission shall determine what order or orders, if any, shall be made under the provisions of Regulation 6.1 of the Regulations for Football Association Disciplinary Action.
14. The person charged and his representative shall then be re-admitted and informed of the decision of the Disciplinary Commission. This shall subsequently be confirmed in writing. (In cases of an Assault on a Match Referee, the findings of the Disciplinary Commission will be sent to the Match Official if requested by the Match Official in writing).
15. As an alternative to the above, a Disciplinary Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the person charged that such decision will be communicated to him in writing through his Club Secretary.

Board Hearings

Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal.

An Appeal Board shall not be bound by any enactment or Rule of Law relating to the admissibility of evidence in proceedings before a Court of Law.

Appeals against the decisions of Affiliated Associations or Competitions are allowed on one or more only of the grounds listed below in that the relevant body whose decision is appealed against:-

- (a) Failed to give the Appellant a fair hearing.
- (b) Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge.
- (c) Came to a decision on the facts of the case, which no reasonable body could have reached.
- (d) Imposed a punishment, without reasons, not conforming with the Schedule Guide to recommended punishment.
- (e) Imposed an award, order or any other sanction that is excessive.

It must be noted that appealed decisions of such bodies are NOT automatically set aside on the acceptance of an appeal. Any request for the setting aside of a decision must be made by the APPELLANT in writing. The appellant must not assume that the request has been agreed. Therefore, prior to playing or officiating contrary to a written order of the body appealed against, the appellant must be in receipt of a notification from The Football Association that such a decision has been set aside.

Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

- (1) The Appellant to address the Appeal Board, summarising its case;
- (2) Any new evidence to be presented by the Appellant;

- (3) The Respondent to address the Appeal Board, summarising its case;
- (4) Any new evidence to be presented by the Respondent;
- (5) Each party to be able to put questions to any witness giving new evidence;
- (6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
- (7) The Respondent to make closing submissions;
- (8) The Appellant to make closing submissions;
- (9) The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend and shall do so in such manner as it considers appropriate.

The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

Appeal Board Decisions

A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules of The Football Association by the chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the chairman shall have a second and casting vote in the event of deadlock.

A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.

The Appeal Board shall have power to:

- (1) allow or dismiss the appeal;
- (2) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;
- (3) remit the matter for re-hearing;
- (4) order that any deposit be forfeited or returned as it considers appropriate;
- (5) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.

Costs

The Appeal Board shall have the power to make such order as to the costs of the original hearing and the appeal as it considers appropriate.

Announcement of Decision

The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

Written Decision

As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:

- (1) The names of the parties, the decision(s) appealed against and the grounds of appeal;
- (2) Whether or not the appeal is allowed; and
- (3) The order(s) of the Appeal Board.

The written statement shall be signed and dated by the chairman of the Appeal Board and be the conclusive record of the decision.

The Appeal Board shall, upon the request of the Appellant / Respondent (such request to be received at The Association within 5 days of the date of the announcement of the decision), give written reasons for the decision.

COUNTY FA DISCIPLINARY SYSTEM FOR SMALL-SIDED FOOTBALL

Areas of responsibility

A County FA shall only sanction a Small-Sided Competition if it can be demonstrated that a robust disciplinary procedure is in place. 'Less serious' offences should be dealt with immediately by the organisers of the competition or tournament. However, County FAs should be informed by the Match Official or the Competition Organiser of all offences that would normally carry a 35-day suspension or above:

- Serious Foul Play
- Kicking or striking another player
- Use of offensive or insulting or abusive language or gestures directed at match officials
- Spitting
- Head butting
- Assault
- Refusing to leave the field of play when ordered
- Causing a match to be abandoned
- Any offences where the offender has also acted in a discriminatory manner for reasons of ethnic origin, colour, race, religion, sex, sexual orientation, disability

Reporting of 'serious' Red Card Offences to the County Football Association

In order to promote the reporting of serious offences to the County FA all affiliated competitions should adopt the use of a standardised reporting form which clearly indicates to the Match Official those offences which are the concern of the competition organiser and those which should be referred to the County FA disciplinary process. A copy of this draft form is attached as appendix 'A'.

Remit of Disciplinary Action

County FA disciplinary action arising from such offences applies to both 11-a-side and Small-Sided Football.

Red cards administered in Small-Sided Football for offences, which would normally carry a suspension of less than 35 days are the responsibility of the organiser to deal with according to The FA's recommended tariff of suspensions. Suspension for offences of less than 35 days would only apply to Small-Sided Football.

If a player is suspended from 11-a-side for less than 35 days this suspension only applies to 11-a-side Football.

As County FAs will only be dealing with serious offences that carry a suspension of 35 days and above, County FAs will not take into consideration any disciplinary action that the Small-Sided Competition or Centre may have taken on their own initiative. Operators should administer a 'match' suspension system whereas a County FA will employ a 'suspension period' as disciplinary action will apply to all categories of football.

Issuing of Cautions and Introduction of 'Timed Suspensions'

In Small-Sided Football yellow cards and associated cautions are no longer employed. Referees should instead employ a blue card for a cautionable offence. The issuing of a blue card indicates that the recipient will serve an immediate 'timed suspension' ('sin bin').

The options for disciplining offenders are therefore as follows

1. Player shown a blue card and temporarily suspended from play
2. Player issued with a discretionary second blue card and temporarily excluded from play
3. Player issued with a red card and permanently excluded from play

A blue card offence should always be accompanied by a temporary suspension from play.

The period of timed suspension in Small-Sided Football is a recommended two minutes. The release of players from a temporary suspension should be at the direction of the Referee or a Match Official if one is available.

The only exception to the use of the blue card and temporary suspensions is the situation whereby the suspension of a player cannot be monitored as the playing facility - such as an enclosed sports hall or complex of playing cages - does not allow the suspended player to remain adjacent to the pitch and within the eye line of the Match Official. In such circumstances players should be cautioned with a yellow card and remain on the pitch unless permanently excluded.

Viability of a match

If in a Small-Sided Game (5, 6 or 7-a-side) one team is permanently reduced by more than two players the match shall be abandoned. This does not apply if a team has players that are only temporarily excluded.

Match Suspension Tariff

Organisers should employ the following tariff of suspensions for less serious offences that would normally carry a suspension of less than 35 days.

Offence	Penalty (to be administered by Small-Sided Operator)
Receiving a second 'blue card' in the same match	1 Match suspension
Denying a goal or an obvious goal scoring opportunity	1 Match suspension
Use of offensive, insulting or abusive gestures	2 Match suspension
Attempting to kick or strike another player	3 Match suspension

Personal Liability for Disciplinary Offences

If a player is fined and leaves the club (i.e. no longer plays for the team) the individual should retain responsibility for the payment of a fine, rather than his former team, and should be suspended from all forms of football until the fine is paid.

Implementation of Disciplinary Procedures

A robust disciplinary process can only operate if a record is kept of the identity of participating teams and players.

All organisers should provide details of participating teams, team contact and affiliation 'slot' number to the County FA prior to the beginning of a competition (Form D). Organisers should ensure that these details remain updated

In addition Organisers should identify a system whereby the identity of participating players is recorded prior to a game commencing. These records should be retained by the Organisers and referred to in the event of a serious incident or on suspicion that a player is playing whilst under suspension.

The existence of these systems shall be a requirement before a County FA will provide sanction to a competition taking place.

Working relationships between the FA and Competition or Tournament Organisers

In order for an effective discipline, affiliation and referees appointment procedure to exist a good working relationship should exist between the Competition Organiser and the County FA.

County FA's and Competition Organisers should establish a 'Heads of Agreement' document which identifies the responsibilities of each party in relation to maintenance of discipline and affiliation processes.



SMALL-SIDED FOOTBALL DISCIPLINARY REPORT

How to use;

The Competition Referee should complete this form after a card has been issued. One form should be completed for each card. The first copy of this form should be retained by the competition organiser, the second to be retained by the Referee, in the event of serious misconduct the third copy should be forwarded to the County FA. **Referees must report to the local County Football Association any Red Card Type Two Offence.**

Venue

Date

Player

Team.....

Opposition Team

I have disciplined this player for the following Offence

<u>Card Type</u>	<u>Offence</u>	<u>Please Tick</u>
Blue Cards		
Red Card Type One	<ul style="list-style-type: none"> Denying a goal or an obvious scoring opportunity by physical means or by deliberately handling the ball. Use of offensive, insulting or abusive language/gesture (not to a Referee) 	
Red Cards Type Two	<ul style="list-style-type: none"> Serious Foul Play Kicking or striking another player Use of offensive or insulting or abusive language or gestures directed at match officials Spitting Head butting Assault Refusing to leave the field of play when ordered Causing a match to be abandoned Any offences where the offender has also acted in a discriminatory manner for reasons of ethnic origin, colour, race, religion, sex, sexual orientation, disability 	

Notes of Incident

.....
.....
.....

Referee Name

Signature

Date

THE FOOTBALL ASSOCIATION EQUALITY POLICY

The FA is responsible for setting standards and values to apply throughout football at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it. The aim of this policy is to ensure that everyone is treated fairly and with respect and that The FA is equally accessible to them all.

The FA's commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Board of The FA and the Director of Football Governance and Regulation is responsible for the implementation of this policy.

The FA, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The FA will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

The FA will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The FA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The FA is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within football.

The FA is committed to a policy of equal treatment of all members and requires all members to abide and adhere to this policy and the requirements of the following (but not limited to) equalities legislation – Equality Act 2006, Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as various amendments to these acts.

The FA commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

THE ASSOCIATION'S SAFEGUARDING CHILDREN POLICY

Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association's Safeguarding Children Policy.

The FA recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. The FA is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so. The Safeguarding Children Policy is supported by The FA's Respect programme to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines. The Association's Safeguarding Children Policy principles are that:

- the child's welfare is, and must always be, the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, faith or sexual orientation
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- working in partnership with other organisations, children and young people and their parents and carers is essential.

The FA is committed to working in partnership with the Police, Children's Services Departments, and Local Safeguarding Children Boards (LSCB) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Association's Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

THE ASSOCIATION'S SAFEGUARDING CHILDREN REGULATIONS

Preamble

This Preamble is provided for guidance. If there is any inconsistency between the Preamble and the operative parts of the Safeguarding Children Regulations below, the operative parts shall prevail.

As set out in The Football Association's Safeguarding Children Policy, The Association is committed to safeguarding children within football and has Case Management procedures in place to assess the suitability of individuals to be involved with children in football.

In assessing that suitability, children's welfare is the paramount consideration.

Towards this, The Association has the power under the Safeguarding Children Regulations to issue a suspension or impose any other order where any one or more of the following applies:-

1. *The individual fails to comply with any part of The Association's CRB Process;*
2. *The individual has been convicted of, or made the subject of a caution for, an "Offence" defined in paragraph 1 of the Regulations;*
3. *Following a risk assessment, The Association is satisfied on the balance of probabilities that the individual poses or may pose a risk of harm to children.*

General

1. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

The Association's CRB Process

2. All persons applying for or currently in such positions that The Association deems relevant whose normal duties include caring for, training, supervising or being in charge of children, must comply with the requirements of The Association's CRB process. These requirements are:-
 - (i) To obtain an FA Enhanced CRB Disclosure; and
 - (ii) To provide any such further detail, explanation or clarification of any or all part or parts of that Enhanced Disclosure, or any matter revealed by it, as may be required by The Association; and
 - (iii) Where required, to provide at least two references that attest to their suitability to be involved in youth football. The spouse of the person subject to this requirement cannot act as a referee for this purpose. Any reference provided by a spouse will not be accepted; and
 - (iv) To comply with each of the requirements set out in regulations (i) – (iii) above within any such time limit as The Association may stipulate.

Any person who fails to comply with any of the requirements set out in sub-paragraphs (i) – (iv) above shall be subject to an immediate suspension from football activity, on such terms and for such period as The Association may stipulate.

Interim Suspension Orders

3. Upon receipt by The Association of:
 - 3.1 Notification that an individual has been charged with an Offence; or
 - 3.2 Notification that an individual is the subject of an investigation by the Police, Children's Services or any other authority relating to an Offence; or
 - 3.3 Any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children.

The Association shall have the power to order that the individual be suspended from all or any specific football activity for such a period and on such terms and conditions as it thinks fit. Such suspensions will be issued by the Case Manager or his/her nominee. The initial notification of any such suspension sent to an individual shall set out the right of appeal contained in Regulation 6 below.

4. In determining whether an order under Regulation 3 should be made, the Case Manager or his/her nominee shall give consideration, inter alia, to the following factors:-
 - 4.1 Whether a child is or children are or may be at risk of harm;
 - 4.2 Whether the matters are of a serious nature;
 - 4.3 Whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded having regard to the need for any suspension order to be proportionate.

All such suspension orders will be reviewed at the next meeting of The Association's Safeguarding Review Panel. The Panel may ratify any such suspension, or make any other order in relation to that suspension as it sees fit, including lifting it.
5. The total period of an order referred to in Regulation 3 above shall not last beyond the final determination of any related case under the Rules of The Association.
6. Any individual subject to a suspension order under Regulation 3 may appeal against it once the period of three months from the imposition of the suspension order by the Case Manager/nominee has elapsed.
7. Such appeals shall be considered by the Safeguarding Review Panel. At least one member of any Panel considering an appeal shall not have been a member of any Panel which conducted the initial review, under Regulation 4 above, of the suspension order being appealed.
8. To bring an appeal under Regulation 6, the individual must give notice in writing to the Case Manager/nominee, requesting such an appeal. The individual may submit any written material in support of the appeal as they see fit, within 14 days of giving such notice.
9. Any such appeal shall be by a review of written material only. No party shall have the right to attend to address a Safeguarding Review Panel considering an appeal. The Safeguarding Review Panel shall consider all written material submitted by the individual requesting the appeal and in support of that appeal. The Case Manager/nominee may also submit any written material for consideration by the Panel.
10. On considering an appeal, the Safeguarding Review Panel shall have the power to make any order in relation to the interim suspension order as it sees fit, including lifting it. The Panel shall also have power to make any order in relation to the conduct of the appeal proceedings as it sees fit, including requiring more information from either the individual or the Case Manager/nominee.
11. Any appeal under Regulation 6 shall be heard by the Safeguarding Review Panel at the earliest opportunity, following the receipt of notice in writing and any written material in support of the appeal from the individual.
12. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

Order Following Conviction or Caution

13. The Association's Safeguarding Review Panel shall have the power to make any order in respect of any person convicted of, or made the subject of a caution in respect of, an Offence, including but not limited to a suspension from all or any specific football activity for such period (including indefinitely) and on such terms and conditions as it thinks fit. Before making any order under this Regulation, the Panel shall consider all information gathered in respect of a Participant pursuant to The Association's CRB process under Regulation 2 above.

Order Following Risk Assessment

14. In addition to The Association's powers under Regulations 3 and 13, The Association's Safeguarding Review Panel shall have the power to make any order that it considers appropriate, including but not limited to an order that any individual be suspended from all or any specific football activity for such period and on such terms and conditions as it considers appropriate, where it is satisfied on the balance of probabilities that the individual poses or may pose a risk of harm to a child or children.
15. Cases may be referred to the Safeguarding Review Panel to seek an order under Regulation 14 above, by the Case Manager or his/her nominee where the Case Manager/nominee decides that there is reasonable cause to suspect grounds for concern about an individual's continued participation in football activity involving a child or children.
16. The Case Manager/nominee shall reach this decision on the basis of a risk assessment of that individual's suitability for such participation. This risk assessment may be in such form and prepared by any person, including the Case Manager/nominee, as the Case Manager/nominee, at his/her absolute discretion, considers appropriate.
17. Before a referral is made under Regulation 15 above, the individual must be notified in writing. Such written notification must explain the order sought and the reason for it, and include a copy of the risk assessment and all other written material that the Case Manager/nominee intends to rely on when seeking the order, save for any exceptional material dealt with under Regulation 22 below.
18. The individual shall have 14 days to reply to this notification and to provide any written material that he/she wishes the Safeguarding Review Panel to take into account in considering whether or not to impose any order under Regulation 14 above.
19. Following the receipt of the reply from the individual, or the expiry of the 14 day period if no reply is received, the Case Manager/nominee may
 - (a) Decide that no further action is currently required as there are no longer grounds for a referral under Regulation 15;
 - (b) Make any such further inquiries as he or she thinks fit in light of any matters raised by the individual in response to the written notification;
 - (c) Refer the case to the Safeguarding Review Panel under Regulation 15 above.
20. Where further inquiries are made by the Case Manager/nominee, any written material arising from those inquiries may only be relied on by the Case Manager/nominee in applying for any order under Regulation 14 if that written material has been sent to the individual and he or she has had 14 days to reply to it, save for any exceptional material dealt with under Regulation 22 below. If the written material is relied upon, any response by the individual must also be considered by the Safeguarding Review Panel.
21. Where a case is referred to the Safeguarding Review Panel under Regulation 15, it shall be considered on the basis of written material only. No party shall be permitted to attend to address the Safeguarding Review Panel.

Except as provided for in Regulation 22 below, this written material shall consist of only:–

 - (i) The written notification and all written material provided with it by the Case Manager/nominee to the individual; and
 - (ii) The reply, if any, and all other written material submitted by the individual in response to the written notification; and
 - (iii) Any further written material provided by the Case Manager/nominee to the individual subsequently to the written notification; and
 - (iv) Any response from the individual to such further written material and all other written material submitted with that response.

Exceptional Material

22. 22.1 In considering whether or not to make any order under Regulation 14, as a general rule, the Safeguarding Review Panel may not consider any material provided by either the Case Manager/nominee or the individual which the other party has not seen and had a reasonable opportunity to reply to.
- 22.2 Exceptionally, the Case Manager/nominee may make an application to the Safeguarding Review Panel for the Panel, as part of its consideration of whether or not to make any order under Regulation 14, to consider material ("exceptional material") that has not been sent to the individual, where the Case Manager/nominee considers, at his/her absolute discretion, that the exceptional material concerned cannot be sent to the individual for any one or more of the following reasons:–
- (a) it is confidential, and/or
 - (b) revealing it to the individual may create a risk of harm to any person or persons, and/or
 - (c) revealing it to the individual may amount to a criminal offence.
- 22.3 Where the Case Manager/nominee intends to make an application to the Safeguarding Review Panel for the Panel to consider exceptional material under Regulation 22.2 above,
- (i) The Case Manager/nominee shall in all cases give notice in writing to the Safeguarding Review Panel of this and the reason for it at least seven days before the Safeguarding Review Panel considers the case.
 - (ii) The Case Manager/nominee shall also give notice of the application to the individual in writing at least fourteen days before the Safeguarding Review Panel considers the case, unless the Case Manager/nominee considers, at his/her absolute discretion, that such written notice cannot be given, as to give such notice may in itself
 - (a) breach confidentiality; and/or
 - (b) create a risk of harm to any individual or individuals; and/or
 - (c) amount to a criminal offence.
 - (iii) Any reply by an individual to a notice referred to at Regulation 22.3(ii) must also be passed to the Safeguarding Review Panel for consideration where any exceptional material to which the reply relates is to be considered by the Safeguarding Review Panel
- 22.4 The Safeguarding Review Panel may, at its absolute discretion, decline to consider any or all of the exceptional material submitted for the Panel's consideration.

Orders available following risk assessment

23. Following a referral under Regulation 15, the Safeguarding Review Panel may make an order under Regulation 14, or any other order that it considers appropriate in the circumstances.

Right of appeal

24. A Participant or The Football Association may appeal any decision of the Safeguarding Review Panel made under Regulation 13 or 14. Such appeals shall be conducted in accordance with the Regulations for Football Association Appeals. Subject to this right of appeal, decisions of the Safeguarding Review Panel are final and binding.

Written Material

25. For the purposes of these regulations, "written material" may include photographic, video and/or audio evidence.

FIFA REGULATIONS

FIFA PLAYERS' AGENTS REGULATIONS

At a meeting on 10 December 2000, the FIFA Executive Committee passed the following regulations, in compliance with art. 17, par. 2 of the Regulations governing the Application of the FIFA Statutes:

Preamble

- 1 These regulations govern the occupation of players' agents who arrange players' transfers within one national association or from one national association to another.
- 2 Each national association is obliged to draw up its own regulations for players' agents based on the following guidelines. Such regulations must be approved by the FIFA Players' Status Committee and incorporate the principles mentioned below.
- 3 When drawing up their regulations the national associations shall take the FIFA Statutes and regulations into account as well as their own national legislation and international treaties.

I. General rules

Art. 1

- 1 Players and clubs are permitted to call upon the services of a players' agent during negotiations with other players or clubs provided the players' agent possesses a licence issued to him by the national association concerned in compliance with art. 2, par. 1 below.

The players' agent is a natural person who, for a fee, on a regular basis introduces a player to a club with a view to employment or introduces two clubs to one another with a view to concluding a transfer contract, in compliance with the provisions mentioned below.

- 2 Players and clubs are forbidden from using the services of a non-licensed players' agent (cf. art. 16 and 18).
- 3 The ban stipulated in par. 2 above does not apply if the agent acting on behalf of a player is a parent, a sibling or the spouse of the player in question or if the agent acting on behalf of the player or club is legally authorised to practise as a lawyer in compliance with the rules in force in his country of domicile.

II. Issue of a licence

Art. 2

- 1 Any natural person wishing to act as a players' agent shall send a written application to the national association of the country of which he is a national or, if he lives elsewhere, to the national association of his country of domicile provided he has lived there constantly for at least two years.
- 2 The applicant must have an impeccable reputation otherwise his application will be disregarded. The national association concerned shall decide whether the applicant fulfils the basic requirements in accordance with the national legislation of the country concerned.
- 3 Only a natural person may apply for a licence, Applications from companies or clubs are not permitted.

Art. 3

An applicant may not, under any circumstances, hold a position with FIFA, a confederation, a national association, a club or any organisation connected with these institutions.

Art. 4

- 1 Any national association that receives an application for a Licence shall check whether it complies with the prerequisites stipulated in art. 2 and art. 3.
- 2 If the application is acceptable, the national association shall call the candidate for a written examination.
- 3 An applicant whose application has officially been rejected by the national association's examining body may send his application to FIFA. The FIFA Players' Status Committee shall decide whether the national association has rejected the applicant unfairly. If the Players' Status Committee also considers the application to be lacking in any form, the applicant may not reapply to the national association concerned for another two years.

Art. 5

- 1 The national associations shall set written examinations twice a year.
- 2 The examinations shall be held on identical dates throughout the world. FIFA will therefore fix mandatory dates at the beginning of each calendar year in March and September and inform the national associations accordingly.
- 3 National associations are responsible for arranging the examination in good time and giving the candidates adequate notice to take it.
- 4 The basic terms and conditions for the examination procedure are defined in Annexe A of these regulations.
- 5 The national associations may charge an appropriate fee to cover the costs of arranging the examination.

Art. 6

- 1 If a candidate scores the minimum amount of marks required to pass the examination (cf. Annexe A, I. par. 5), the national association shall request him to conclude professional liability insurance with an insurance company in his country. He shall then send the insurance policy to the national association responsible.
- 2 The aim of the insurance is to cover any claims for compensation from a player, a club or another players' agent arising from the players' agent's occupation which, in the opinion of the national association and/or FIFA, contravenes the principles of these regulations and/or the national association's regulations. The policy shall therefore be worded in such a way that every possible risk connected with a players' agent's occupation is covered.
- 3 The maximum amount covered by the insurance policy shall be fixed on the basis of the players' agent's turnover.
- 4 The professional Liability insurance policy shall also cover claims made after expiry of the policy for events that occurred during the duration of the policy.
- 5 The players' agent is required to renew the insurance policy as soon as it has expired and automatically send the relevant documents to the national association concerned.

Art. 7

- 1 If the players' agent cannot conclude a professional liability insurance policy in compliance with art. 6 above in the country in which he passed the examination, he may deposit a bank guarantee to the amount of CHF 100,000.-. The guarantee shall be issued by a Swiss bank and shall be irrevocable.
- 2 Only FIFA has access to this bank guarantee. The bank guarantee has the same objective as that of professional liability insurance (cf. art. 6, par. 2). The amount of the guarantee (CHF 100,000.-) does not represent the maximum amount due to any party claiming damages.
- 3 If the amount of the guarantee is reduced by a payment from the bank in response to a claim for damages against a players' agent, the players' agent's licence will be

suspended until the amount of the guarantee has been increased to the initial amount (CHF 100,000.–).

Art. 8

- 1 Every candidate who has passed the examination is required to sign a Code of Professional Conduct (cf. Annexe B) in which he pledges, without fail, to abide by the basic principles described therein when acting as a players' agent.
- 2 Players' agents who fail to abide by the Code of Professional Conduct during the course of their work are liable to be sanctioned in accordance with art. 15, par. 2.

Art. 9

- 1 Players' associations that are officially recognised by national associations and that wish to provide a job placement service to their member players in accordance with art. 1 above may conclude their own joint professional liability insurance policy with an insurance company in the country where they operate.
- 2 In such cases, this insurance shall be limited to covering risks for no more than five Licences. The licence holders shall, however, be bona fide members of the associations concerned, have passed the written examination in accordance with Annexe A herein and have personally signed the Code of Professional Conduct in accordance with art. 8. The names of the candidates who have received a licence shall also be listed in the insurance policy mentioned in par. 1 of this article.

Art. 10

- 1 After it has received the professional Liability insurance policy or the bank guarantee, depending on the situation, and the signed pledge of the Code of Professional Conduct, the national association shall issue the players' agent licence to the candidate. This licence is strictly personal and not transferable. Each national association is required to draw up a list of all of the licensed players' agents on its territory and to send it to FIFA after every examination date.
- 2 The licence shall be issued for an unlimited period and authorise the players' agent so carry out transactions on a worldwide basis.
- 3 FIFA will compile a list of every licensed players' agent in the world and publish it on its official website.
- 4 As soon as the players' agent has received his licence from the national association, he will be entitled to use the following designation in business relations after his name: "Players' agent licensed by [country] national association".

III. Rights and obligations of Licensed players' agents

Art. 11

A licensed players' agent has the right:

- (a) to contact every player who is not, or is no longer, under contract with a club (cl. art. 12 and 13 of the FIFA Regulations for the Status and Transfers of Players);
- (b) to represent the interests of any player or club that requests him to negotiate and/or conclude contracts on his/its behalf;
- (c) to take care of the interests of any player who requests him to do so;
- (d) to take care of the interests of any club which requests him so do so.

Art. 12

- 1 A players' agent may represent or take care of the interests of a player or a club in compliance with art. 11 only if he has concluded a written contract with the player or club.
- 2 Such a contract shall be limited to a period of two years but may be renewed in writing at the express request of both parties. It may not be tacitly prolonged.

- The contract shall explicitly mention who is responsible for paying the players' agent's fee, the type of fee and the prerequisite terms for the payment of the fee.
- 3 Only the client engaging the services of the players' agent, and no other party, may remunerate him.
 - 4 The amount of remuneration due to a players' agent who has been engaged to act on a player's behalf is calculated on the basis of the player's annual basic gross income (i.e. excluding other benefits such as a car, a flat, point premiums and/or any kind of bonus or privilege) that the players' agent has negotiated for him in the employment contract.
 - 5 The players' agent and the player shall decide in advance whether the player will remunerate the players' agent with a lump sum payment at the start of the employment contract that the players' agent has negotiated for the player or whether he will pay annual instalments as the end of a contractual year.
 - 6 If the players' agent and the player do not decide on a lump sum payment and the player's employment contract negotiated by the players' agent on his behalf lasts longer than the representation contract between the players' agent and the player, the players' agent is entitled to annual remuneration even after expiry of the representation contract. This entitlement lasts until the player's employment contract expires or as soon as the player signs a new employment contract without the help of the same players' agent.
 - 7 If the players' agent and the player cannot reach agreement on the amount of remuneration to be paid or if the representation contract does not provide for such remuneration, the players' agent is entitled to payment of compensation amounting to 5% of the basic income described in par. 4 above which the player is due to receive from the employment contract negotiated by the players' agent on his behalf.
 - 8 A players' agent who has been contracted by a club shall be remunerated for his services by payment of a lump sum that has been agreed upon in advance.
 - 9 FIFA will provide its standard representation contract (cf. Annexe C) to the national associations. Every players' agent is required to use this standard contract. The parties to the contract are at liberty to conclude additional agreements and to supplement the standard contract accordingly, providing the relevant public law provisions for arranging employment in the country concerned are observed without fail.
 - 10 The representation contract shall be issued in quadruple and duly signed by both parties. The player or the club shall keep the first copy and the players' agent the second. The players' agent shall send the third and fourth copies to his national association, or the national association to which the player or club belongs, for registration within 30 days of their having been signed. The national associations shall keep a register of the contracts being received. Copies of the contracts shall be sent to FIFA upon request.
 - 11 Minors may not sign a representation contract without the express permission of their legal guardian(s) in compliance with the national law of the country in which the player is domiciled.

Art. 13

A players' agent may organise his occupation as a business as long as his employees' work is restricted to administrative duties connected with the business activity of a players' agent. Only the players' agent himself is entitled to represent and promote the interests of players and/or clubs with other players and/or clubs. The players' agent shall send the national association that issued him the licence a list of his employees at least once a year. Each employee shall have featured on the list for at least three months before being officially confirmed in office. The players' agent shall immediately notify his national association of any elimination from the list. The elimination then takes immediate effect.

Art. 14

A licensed players' agent is required:

- (a) to adhere, without fail, to the statutes and regulations of the national associations, confederations and FIFA;
- (b) to ensure that every transaction concluded as a result of his involvement complies with the provisions of the aforementioned statutes and regulations;
- (c) never so approach a player who is under contract with a club with the aim of persuading him to terminate his contract prematurely or to flout the rights and duties stipulated in the contract;
- (d) to represent only one party when negotiating a transfer;
- (e) to give, at request, the relevant body at each national association and/or FIFA all of the requisite information and to send in the necessary papers;
- (f) to ensure that his name, signature and the name of his client appear in the relevant contracts resulting from every transaction in which he is involved;
- (g) to comply with the relevant public Law provisions governing job placement in the country concerned.

Art. 15

- 1 Players' agents who abuse the rights accorded to them or contravene any of the duties stipulated in these regulations are liable to sanctions.
- 2 The following sanctions may be pronounced:
 - (a) a caution, censure, or warning;
 - (b) a fine;
 - (c) suspension of the licence;
 - (d) withdrawal of the licence.The sanctions may be imposed jointly.
- 3 The foregoing sanctions may be pronounced only by the national association that issued the licence to the offending players' agent or by FIFA. The delimitations of responsibility are stipulated in art. 22, par. 1 and 2 below.
- 4 The licence shall be withdrawn if the players' agent fails to fulfil any of the prerequisites for acquiring a licence stipulated under art. 2, 3, 6 and 7 (professional Liability insurance or bank guarantee). If this is the case and the omission can be remedied, the appropriate body at the national association shall set him a reasonable deadline in which to reinstate compliance with the rules.
- 5 In addition to the reasons given under par. 4, the Licence shall be withdrawn, in particular if the players' agent repeatedly or seriously infringes the statutes and regulations of the national associations, confederations and/or FIFA.
- 6 The licence shall be withdrawn by the national association which issued it. FIFA reserves the right to direct a national association to mandatorily withdraw a licence.

IV. Players' duties

Art. 16

- 1 Players may only call upon the services of a players' agent who holds a licence issued by a national association in compliance with these regulations, subject to the exceptions mentioned in art. 1, par. 3.
- 2 The players' agent's name and signature shall, without fail, appear in the relevant employment contract(s) in every transaction in which a players' agent represents the players' interests.

If a player does not use the services of a players' agent, this fact shall also be explicitly stated in the relevant employment contract.

Art. 17

If a player engages the services of a non-licensed players' agent, it is left to the discretion of the national association with which the player is registered (in the case of a national transfer) or FIFA (in the case of an international transfer):

- (a) to take this fact into account when judging a player's situation in any dispute arising as a result of such contracts;
- (b) to punish the player as follows:
 - with a caution, censure or warning;
 - with a fine of at least CHF 10,000.–;
 - with a disciplinary suspension of up to 12 months. These sanctions may be imposed jointly.

V. Duties of the clubs**Art. 18**

- 1 Clubs which wish to engage the services of a player may only deal either:
 - with the player himself or
 - with a players' agent who holds a Licence issued by a national association in compliance with the provisions of these regulations, subject to the exceptions mentioned in art. 1, par. 3.
- 2 For every transaction in which a players' agent represents the interests of a club, his name and signature shall, without fail, appear in the relevant transfer and/or employment contract(s).

If the club does not use the services of a players' agent, this fact shall also be explicitly mentioned in the relevant transfer and/or employment contract(s).
- 3 A club which pays another club compensation shall pay it directly to the beneficiary club. It is strictly forbidden for the club making the remittance to pay any of the amount, either partially or wholly, to the players' agent, not even as remuneration.

Art. 19

- 1 Any club that infringes any of the bans contained in art. 18 will be liable to the following sanctions:
 - (a) a caution, censure or warning;
 - (b) suspension of any or all of its board of directors;
 - (c) a fine of at least CHF 20,000.–;
 - (d) a ban on any national and/or international players' transfers for at least three months;
 - (e) a ban on any kind of national and/or international football activity.

In addition, any transaction which the club makes in contravention of art. 18 above will be declared null and void. The sanctions may be imposed jointly
- 2 The sanctions listed above may only be pronounced by the national association to which the club is affiliated (in the case of a national transfer) and by FIFA (in the case of an international transfer).

VI. Special provisions**Art. 20**

- 1 Any players' agent who decides to terminate his activities as such is obliged to return his Licence to the national association that issued it. Failure to comply with this provision will incur cancellation of the licence and publication of this decision.
- 2 The national association shall publish the names of those players' agents who have terminated their activities as such and notify FIFA and the relevant confederation immediately.

- 3 The players' agent may not cancel his professional liability insurance policy until he has terminated his occupation (the licence has either been returned or withdrawn). The players' agent shall, however, ensure that any claim for compensation made after termination of his occupation, which originates from his former activities as a players' agent, is covered by the insurance (cf. art. 6, par. 4 of these regulations).

Art. 21

- 1 The Players' Status Committee is the supervisory and decision-making body of FIFA responsible for implementing these regulations and for ensuring that players' agents carry out their activities in compliance with the Code of Professional Conduct.
- 2 Each national association shall designate a supervisory and decision-making body responsible for the activity of players' agents for whom it has issued a licence. This body shall ensure that the players' agents' activities at national level comply with the principles of the Code of Professional Conduct.

VII. Disputes

Art. 22

- 1 In the event of disputes between a players' agent and a player, a club and/or another players' agent, all of whom are registered with the same national association (national disputes), the national association concerned is responsible. It is obliged to deal with the case and pass a decision, for which service it is entitled to charge an appropriate fee.
- 2 Any other complaint not covered by par. 1 shall be submitted to the FIFA Players' Status Committee.
- 3 Complaints about the work of a players' agent shall be directed in writing to the national association concerned or to FIFA within two years of the incident in question and in any case no later than six months after the players' agent concerned has terminated his activities as such.

VIII. Transitional provisions

Art. 23

- 1 Any players' agent who already holds a FIFA licence in accordance with the Regulations governing Players' Agents dated 11 December 1995 may exchange it for a new one at the national association responsible under the terms of art. 2, par. 1 of these regulations within six months of their implementation. These players' agents are not required to take the written examination in compliance with Annexe A of these regulations.
- 2 Once the transitional period of six months has elapsed, the validity of the former licence will expire. Any players' agents who have not exchanged their FIFA licence by this time will be required to take the written examination to acquire the new Licence at the national association concerned.

Art. 24

- 1 Any players' agent who has deposited a bank guarantee with a Swiss bank in compliance with art. 9 of the Regulations governing Players' Agents dated 11 December 1995 may request FIFA to release the bank guarantee upon production of a professional liability insurance policy. The policy shall have been issued by an insurance company that has its headquarters in the country of the national association that is responsible for the players' agents concerned under the terms of art. 2, par. 1.
- 2 FIFA will notify the national association concerned of the switch and send it the insurance policy.

Art. 25

- 1 Any dispute between a players' agent and a player, a club and/or another players' agent which was submitted to FIFA for settlement by the Players' Status Committee

before these regulations came into effect shall be settled in compliance with the Regulations governing Players' Agents dated 11 December 1995.

- 2 Any dispute submitted for decision after these regulations come into effect shall be settled in compliance with these regulations by those bodies stipulated under art. 22.

IX. Final provisions

Art. 26

The FIFA Executive Committee shall have the final say on any matters not provided for under these regulations.

Art. 27

In the event of any discrepancy in the interpretation of the English, French, Spanish or German text of these regulations, the English text is authoritative.

Art. 28

These regulations were adopted by the FIFA Executive Committee at its meeting in Rome on 10 December 2000 and come into effect on 1 March 2001.

Rome/Zurich, 10 December 2000

For the FIFA Executive Committee:

President	General Secretary
Joseph S. Blatter	Michel Zen-Ruffinen

[Annexe A: Examination Procedure]

[Annexe B: Code of professional Conduct]

[Annexe C: Standard Representation Contract]

Players' Agents Regulations

Annexe A: Examination Procedure

- I.
 - 1 The examination shall be set as a multiple choice test. The candidate will be considered to have passed the examination if he has attained the minimum marks fixed by FIFA (cf. par. 5).
 - 2 Each candidate shall be tested on the following subjects:
 - a) familiarity with the current rules of football, especially in connection with transfers (the statutes and regulations of FIFA, the confederations and the national association in whose country the candidate takes the examination),
 - b) familiarity with civil law (basic principles of personal rights) and the Law of obligations (law of contract).
 - 3 Each examination shall contain twenty questions, fifteen on international regulations and five on national regulations.
 - 4 Each national association shall set its own questions on national subjects whereas FIFA will set the questions on its own statutes and regulations and send the examination papers to be used to the national associations.
 - 5 FIFA will fix the minimum marks required to pass the examination. Each correct answer will be awarded between one to three marks, depending on the degree of difficulty of the question.
 - 6 The national associations shall inform the candidates of the minimum marks to be attained before they take the examination.
- II.
 - 1 The examination papers shall be marked immediately after the examination and the candidate informed of the outcome.
 - 2 A candidate who fails to attain the minimum marks may immediately reapply to retake the examination,

- 3 If a candidate fails to attain the minimum marks after the second try, he may not retake it until the next two examination dates have elapsed. Only then may he apply to take the examination a third time, in which case he may choose to be examined by the national association or by FIFA.
- 4 Any candidate who fails to attain the minimum marks after the third try may not take the examination again for another two years

Players' Agents Regulations

Annexe B: Code of Professional Conduct

- I. The players' agent is required to perform his occupation conscientiously and conduct himself in his profession and other business practices in a manner worthy of respect and befitting his profession.
- II. The players' agent shall adhere to the truth, clarity and objectivity in his dealings with his client, negotiating partners and other parties.
- III. The players' agent shall protect the interests of his client in compliance with the law and a sense of fairness, while creating clear legal relations.
- IV. The players' agent shall, without fail, respect the rights of his negotiating partners and third parties. In particular, he shall respect the contractual relations of his professional colleagues and shall refrain from any action that could entice clients away from other parties.
- V.
 - 1 The players' agent shall conduct a minimum of bookkeeping on his business activities. In particular, he shall ensure that he can provide evidence of his activities at any time by means of documents and other records.
 - 2 He shall keep all of the books conscientiously and detail his business activities faithfully in other records.
 - 3 At the request of any authorities conducting an investigation into disciplinary cases and other disputes, the players' agent is required to produce books and records directly connected with the case in point.
 - 4 The players' agent shall produce an invoice showing his fees, expenses and any other changes upon first demand from his client.
Place and date
For the national association
(Stamp and signature):
The players' agent:

FIFA REGULATIONS GOVERNING MATCH AGENTS

At its meeting on 17 December 2002, the FIFA Executive Committee passed the following regulations in compliance with Art. 16 par. 3 of the Regulations governing the Application of the FIFA Statutes.

Preamble

- 1 These regulations govern the occupation of match agents who arrange matches between teams belonging to different confederations.
- 2 Any confederation that makes use of its entitlement to issue its own match agent's licence (cf. Art. 3 par. 2 of these regulations) shall ensure that its regulations are based on the guidelines contained in these regulations. In particular, the principles outlined under Art. 4, 8, 9, 12, 16, 17, 19 and 24 of these regulations are binding for confederations.

I. Principles

Art. 1

The employment of agents to arrange matches shall be permitted (cf. Art. 16, par. 1 of the Regulations governing the Application of the Statutes).

Art. 2

Agents who arrange matches between teams belonging to different confederations must be in possession of a licence issued by FIFA (cf. Art. 16, par. 3 of the Regulations governing the Application of the Statutes).

Art. 3

- 1 Agents who arrange matches between teams from the same confederation must be officially recognised by the confederation in question (cf. Art. 16, par. 2 of the Regulations governing the Application of the Statutes).
- 2 Confederations shall be entitled to make provisions to issue a licence of their own.
- 3 If a confederation makes use of this entitlement, an agent who is either domiciled or has his headquarters within that confederation shall not be authorised to become a FIFA agent unless he has already obtained a licence from this confederation.
- 4 If a confederation has no provisions to issue a licence, the agents may obtain a licence from FIFA.

II. FIFA licence

Art. 4

- 1 Anyone wishing to obtain a FIFA licence to arrange matches shall send a written request to the FIFA general secretariat.
- 2 Only a natural person may apply for a licence. Applications from companies or clubs are not permitted.

Art. 5

- 1 The national association where the prospective agent is either domiciled or has his headquarters shall enclose written confirmation with the application that
 - (a) the candidate applying for the licence has a good reputation;
 - (b) it does not object to the candidate acting as agent to organise matches.
- 2 It is the responsibility of the national association in question to examine the application.

Art. 6

In his application, the prospective agent shall formally declare that he is fully conversant with the terms of these regulations and of the provisions contained in Art. 16 of the Regulations governing the Application of the FIFA Statutes and that he accepts the conditions therein.

Art. 7

Once the above-mentioned conditions have been fulfilled, the FIFA general secretariat shall submit the application received to the FIFA Players' Status Committee.

Art. 8

- 1 Once the application has been approved by the FIFA Players' Status Committee, the candidate shall conclude professional liability insurance with an insurance company in his country.

If the candidate is domiciled or has his headquarters in the European Union (EU)/European Economic Area (EEA), he may conclude the requisite insurance policy with an insurance company in any EU/EEA country.

The candidate shall then send the insurance policy to the FIFA general secretariat.

- 2 The aim of the insurance is to cover any claims for compensation that are made by any party under contract with a match agent and that have arisen from the match agent's typical activities which, in the opinion of FIFA, have contravened the principles of these regulations (cf. Art. 20 of these regulations). The policy shall therefore be worded in such a way that every possible risk connected with a match agent's occupation is covered.
- 3 The minimum amount to be covered by the insurance policy shall not be less than CHF 200,000 or the equivalent in another currency. Match agents may insure themselves for a higher amount in accordance with their turnover.
- 4 The professional liability insurance policy shall also cover claims made after expiry of the policy regarding events that occurred during the duration of the policy.
- 5 The match agent is required to renew the insurance policy as soon as it has expired and automatically send the relevant documents to the FIFA general secretariat.

Art. 9

- 1 If it is impossible for the candidate to conclude a professional liability insurance policy in his country in compliance with Art. 8 above, he may deposit a bank guarantee to the amount of CHF 100,000. The guarantee shall be issued by a Swiss bank and shall be irrevocable.
- 2 Only FIFA has access to this bank guarantee. The bank guarantee has the same objective as that of professional liability insurance (cf. Art. 8 par. 2 of these regulations). The amount of the guarantee (CHF 100,000) does not represent the maximum amount that may be due to any party claiming damages.
- 3 If the amount of the guarantee is reduced by a payment from the bank in response to a claim for damages against a match agent, the agent's licence will be suspended until the amount of the guarantee has been restored to the initial amount (CHF 100,000).

Art. 10

Once it has received the professional liability insurance policy or, in exceptional cases, the bank guarantee, the FIFA general secretariat shall issue the licence.

Art. 11

The rights and duties described under chapter III below are inherent in the licence.

Art. 12

The match agent's licence is not transferable. It is not commercial property that can be negotiated, loaned or sold.

III. Rights and duties inherent in the FIFA licence**Art. 13**

The FIFA licence to arrange matches confers upon the holder the exclusive right to arrange friendly matches or tournaments between national teams or clubs from different confederations.

Art. 14

It is the responsibility of the clubs to obtain authorisation from their national associations to arrange one or more match(es) involving two clubs from different national associations.

Art. 15

If no arrangements have been made directly between clubs and/or national associations, the latter shall, in principle, only authorise matches organised by authorised agents.

Art. 16

The club, national association or the person the match agent claims he is representing, shall, upon demand, confirm such a mandate in writing as well as any commitments undertaken on their behalf.

Art. 17

Any commitments undertaken by and for a match agent shall be drawn up in duplicate in writing in the form of a contract signed by all the parties concerned.

Art. 18

- 1 To be valid, a contract drawn up in accordance with Art. 17 shall contain provisions covering:
 - (a) expenses for travel, board and basic living costs of the contractual parties;
 - (b) the total net indemnification (after deduction of all charges, levies or taxes) due to the contractual parties;
 - (c) the conditions that shall apply if a match is (or matches are) cancelled in the case of force majeure;
 - (d) the conditions that shall apply if a player who was due to have been fielded under the terms of the contract does not appear in the team (including reasons of force majeure);
 - (e) the fact that the parties concerned shall be aware of these regulations and undertake to observe the provisions therein.
- 2 Contracts that do not include one or more of the above provisions shall be null and void.

Art. 19

- 1 The commission received by the FIFA match agent shall not exceed 25% of the amount he has negotiated for the club or national association he represents. Contractual provisions that contain higher commission shall be null and void, but do not affect the validity of the contract as a whole.
- 2 If the contract concluded between the FIFA match agent and his client does not contain any provisions regarding commission, the match agent shall be entitled to compensation of 10% of the amount he has negotiated for the club or national association he represents.

Art. 20

- 1 FIFA may intervene to ensure that any commitments undertaken between match agents and teams under contract to the agents are observed only if the two conditions mentioned under Art. 16 par. 4 of the Regulations governing the Application of the FIFA Statutes have been complied with.
- 2 If one of the parties to the contract can prove that it has suffered loss as a result of a match agent's activities, the FIFA Players' Status Committee may decide to indemnify the party concerned from the professional liability insurance or, in exceptional cases, the bank guarantee provided by the match agent (cf. Art. 8 and 9 of these regulations).
- 3 If a match agent repeatedly creates problems, the FIFA Players' Status Committee may decide to withdraw his licence.
- 4 Any national association or club that does not observe the commitments it has undertaken or fails to adhere to the provisions contained herein shall be sanctioned in accordance with the statutes and regulations in force.

Art. 21

The body responsible at FIFA for supervising and ruling on any matters connected with the application of these regulations shall be the FIFA Players' Status Committee.

IV. Disputes

Art. 22

- 1 In the event of a dispute between a match agent and a national association, a club and/or another match agent, the complaint shall be submitted to the FIFA Players' Status Committee for consideration and resolution.
- 2 Any confederation that makes use of the entitlement to issue a match agent's licence (cf. Art. 3 of these regulations) shall be responsible for dealing with disputes between a match agent and a national association, a club and/or another match agent, whenever all of the parties involved are registered with the same confederation. In such a case, the confederation in question is obliged to deal with the case and pass a decision.
- 3 The FIFA Players' Status Committee shall not consider any dispute under these regulations if more than two years have elapsed since the facts leading to the dispute arose, and in any case no later than six months after the match agent concerned has terminated his activity as such.

V. Termination of Activity

Art. 23

- 1 Any FIFA match agent who terminates his activity is obliged to return his licence.
- 2 The match agent may not cancel his professional liability insurance policy until he has terminated his occupation (the licence has either been returned or withdrawn). The match agent shall, however, ensure that any claim for compensation that is made after termination of his occupation and that arises from his former activity as a match agent is covered by the insurance (cf. Art. 8 par. 4 of these regulations).

VI. Transitional Provisions

Art. 24

Any match agent who has deposited a bank guarantee with a Swiss bank in compliance with Art. 8 of the Regulations governing Match Agents dated 2 May 1995 may request FIFA to release the bank guarantee upon production of a professional liability insurance policy. The policy shall have been issued by an insurance company in the country of the match agent concerned.

If the match agent is domiciled or has his headquarters in the European Union (EU)/European Economic Area (EEA), he may conclude the requisite insurance policy with an insurance company in any EU/EEA country.

Art. 25

Any dispute between a match agent and a national association, a club and/or another match agent that was submitted to FIFA before these regulations came into force shall be settled in compliance with the former version of the FIFA Regulations governing Match Agents dated 2 May 1995.

VII. Final Provisions

Art. 26

Any matter not provided for in these regulations shall be settled by the FIFA Players' Status Committee.

Art. 27

These regulations were initially adopted on 13 June 1991 and subsequently amended on 31 May 1995 and 17 December 2002.

REGULATIONS ON THE STATUS AND TRANSFER OF PLAYERS

Based on article 5 of the FIFA Statutes of 19 October 2003, the Executive Committee has issued the following regulations and annexes, which form an integral part of the basic text.

Definitions

For the purpose of these regulations, the terms set out below are defined as follows:

1. Former association: the association to which the former club is affiliated.
 2. Former club: the club that the player is leaving.
 3. New association: the association to which the new club is affiliated.
 4. New club: the club that the player is joining.
 5. Official matches: matches played within the framework of organised football, such as national league championships, national cups and international championships for clubs, but not including friendly and trial matches.
 6. Organised football: association football organised under the auspices of FIFA, the confederations and the associations, or authorised by them.
 7. Protected period: a period of three entire seasons or three years, whichever comes first, following the entry into force of a contract, where such contract is concluded prior to the 28th birthday of the professional, or two entire seasons or two years, whichever comes first, following the entry into force of a contract, where such contract is concluded after the 28th birthday of the professional.
 8. Registration period: a period fixed by the relevant association in accordance with article 6.
 9. Season: the period starting with the first official match of the relevant national league championship and ending with the last official match of the relevant national league championship.
 10. Training compensation: the payments made in accordance with Annexe 4 to cover the development of young players. Reference is also made to the Definitions section in the FIFA Statutes.
- NB: Terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

I. INTRODUCTORY PROVISION

Article 1 - Scope

1. These regulations lay down global and binding rules concerning the status of players, their eligibility to participate in organised football, and their transfer between clubs belonging to different associations.
2. The transfer of players between clubs belonging to the same association is governed by specific regulations issued by the association concerned in accordance with article 1 paragraph 3 below, which must be approved by FIFA. Such regulations shall lay down rules for the settlement of disputes between clubs and players, in accordance with the principles stipulated in these regulations. Such regulations should also provide for a system to reward clubs investing in the training and education of young players.
3.
 - a) The following provisions are binding at national level and must be included without modification in the association's regulations: articles 2-8, 10, 11, 18 and 18bis.
 - b) Each association shall include in its regulations appropriate means to protect contractual stability, paying due respect to mandatory national law and collective bargaining agreements. In particular, the following principles must be considered:
 - article 13: the principle that contracts must be respected;
 - article 14: the principle that contracts may be terminated by either party without consequences where there is just cause;

- article 15: the principle that contracts may be terminated by professionals with sporting just cause;
 - article 16: the principle that contracts cannot be terminated during the course of the season;
 - article 17 paragraphs 1 and 2: the principle that in the event of termination of contract without just cause, compensation shall be payable and that such compensation may be stipulated in the contract;
 - article 17 paragraphs 3-5: the principle that in the event of termination of contract without just cause, sporting sanctions shall be imposed on the party in breach.
4. These regulations also govern the release of players to association teams and players' eligibility to play for such teams in accordance with the provisions of Annexes 1 and 2 respectively. These provisions are binding for all associations and clubs.

II. STATUS OF PLAYERS

Article 2 - Status of players: amateur and professional players

1. Players participating in organised football are either amateurs or professionals.
2. A professional is a player who has a written contract with a club and is paid more for his footballing activity than the expenses he effectively incurs. All other players are considered to be amateurs.

Article 3 - Reacquisition of amateur status

1. A player registered as a professional may not re-register as an amateur until at least 30 days after his last match as a professional.
2. No compensation is payable upon reacquisition of amateur status. If a player re-registers as a professional within 30 months of being reinstated as an amateur, his new club shall pay training compensation in accordance with article 20.

Article 4 - Termination of activity

1. Professionals who end their careers upon expiry of their contracts and amateurs who terminate their activity shall remain registered at the association of their last club for a period of 30 months.
2. This period begins on the day the player made his last appearance for the club in an official match.

III. REGISTRATION OF PLAYERS

Article 5 - Registration

1. A player must be registered at an association to play for a club as either a professional or an amateur in accordance with the provisions of article 2. Only registered players are eligible to participate in organised football. By the act of registering, a player agrees to abide by the statutes and regulations of FIFA, the confederations and the associations.
2. A player may only be registered with one club at a time.
3. Players may be registered with a maximum of three clubs during one season. During this period, the player is only eligible to play official matches for two clubs. As an exception to this rule, a player moving between two clubs belonging to associations with overlapping seasons (i.e. start of the season in summer/autumn as opposed to winter/spring) may be eligible to play in official matches for a third club during the relevant season, provided he has fully complied with his contractual obligations towards his previous clubs. Equally, the provisions relating to the registration periods (article 6) as well as to the minimum length of a contract (article 18 paragraph 2) must be respected.
4. Under all circumstances, due consideration must be given to the sporting integrity of the competition. In particular, a player may not play official matches for more than two clubs

competing in the same national championship or cup during the same season, subject to stricter individual competition regulations of member associations.

Article 6 - Registration periods

1. Players may only be registered during one of the two annual registration periods fixed by the relevant association. As an exception to this rule, a professional whose contract has expired prior to the end of a registration period may be registered outside that registration period. Associations are authorised to register such professionals provided due consideration is given to the sporting integrity of the relevant competition. Where a contract has been terminated with just cause, FIFA may take provisional measures in order to avoid abuse, subject to article 22.
2. The first registration period shall begin after the completion of the season and shall normally end before the new season starts. This period may not exceed twelve weeks. The second registration period shall normally occur in the middle of the season and may not exceed four weeks. The two registration periods for the season shall be communicated to FIFA at least 12 months before they come into force. FIFA shall determine the dates for any association that fails to communicate them on time.
3. Players may only be registered – subject to the exception provided for in article 6 paragraph 1 – upon submission of a valid application from the club to the relevant association during a registration period.
4. The provisions concerning registration periods do not apply to competitions in which only amateurs participate. The relevant association shall specify the periods when players may be registered for such competitions provided that due consideration is given to sporting integrity of the relevant competition.

Article 7 - Player passport

The registering association is obliged to provide the club with which the player is registered with a player passport containing the relevant details of the player. The player passport shall indicate the club(s) with which the player has been registered since the season of his 12th birthday. If a birthday falls between seasons, the player passport shall indicate the club with which he was registered during the season following his birthday.

Article 8 - Application for registration

The application for registration of a professional must be submitted together with a copy of the player's contract. The relevant decision-making body has discretion to take account of any contractual amendments or additional agreements that have not been duly submitted to it.

Article 9 - International Transfer Certificate

1. Players registered at one association may only be registered at a new association once the latter has received an International Transfer Certificate (hereinafter: ITC) from the former association. The ITC shall be issued free of charge without any conditions or time limit. Any provisions to the contrary shall be null and void. The association issuing the ITC shall lodge a copy with FIFA. The administrative procedures for issuing the ITC are contained in Annexe 3 of these regulations.
2. An ITC is not required for a player under the age of 12 years.

Article 10 - Loan of professionals

1. A professional may be loaned to another club on the basis of a written agreement between him and the clubs concerned. Any such loan is subject to the same rules as apply to the transfer of players, including the provisions on training compensation and the solidarity mechanism.
2. Subject to article 5 paragraph 3, the minimum loan period shall be the time between two registration periods.

3. The club that has accepted a player on a loan basis is not entitled to transfer him to a third club without the written authorisation of the club that released the player on loan and the player concerned.

Article 11 - Unregistered players

Any player not registered at an association who appears for a club in any official match shall be considered to have played illegitimately. Without prejudice to any measure required to rectify the sporting consequences of such an appearance, sanctions may also be imposed on the player and/or the club. The right to impose such sanctions lies in principle with the association or the organiser of the competition concerned.

Article 12 - Enforcement of disciplinary suspensions

Any disciplinary suspension imposed on a player prior to a transfer must be enforced or applied by the new association at which the player is registered. The former association is obliged to notify the new association of any sanction in writing and upon issuing the ITC.

IV. MAINTENANCE OF CONTRACTUAL STABILITY BETWEEN PROFESSIONALS AND CLUBS

Article 13 - Respect of contract

A contract between a professional and a club may only be terminated upon expiry of the term of the contract or by mutual agreement.

Article 14 - Terminating a contract with just cause

A contract may be terminated by either party without consequences of any kind (either payment of compensation or imposition of sporting sanctions) where there is just cause.

Article 15 - Terminating a contract with sporting just cause

An established professional who has, in the course of the season, appeared in fewer than ten per cent of the official matches in which his club has been involved may terminate his contract prematurely on the ground of sporting just cause. Due consideration shall be given to the player's circumstances in the appraisal of such cases. The existence of a sporting just cause shall be established on a case-by-case basis. In such a case, sporting sanctions shall not be imposed, though compensation may be payable. A professional may only terminate his contract on this basis in the 15 days following the last official match of the season of the club with which he is registered.

Article 16 - Restriction on terminating a contract during the season

A contract cannot be unilaterally terminated during the course of a season.

Article 17 - Consequences of terminating a contract without just cause

The following provisions apply if a contract is terminated without just cause:

1. In all cases, the party in breach shall pay compensation. Subject to the provisions of article 20 and Annexe 4 in relation to training compensation, and unless otherwise provided for in the contract, compensation for the breach shall be calculated with due consideration for the law of the country concerned, the specificity of sport, and any other objective criteria. These criteria shall include, in particular, the remuneration and other benefits due to the player under the existing contract and/or the new contract, the time remaining on the existing contract up to a maximum of five years, the fees and expenses paid or incurred by the former club (amortised over the term of the contract) and whether the contractual breach falls within a protected period.
2. Entitlement to compensation cannot be assigned to a third party. If a professional is required to pay compensation, the professional and his new club shall be jointly and severally liable for its payment. The amount may be stipulated in the contract or agreed between the parties.

3. In addition to the obligation to pay compensation, sporting sanctions shall also be imposed on any player found to be in breach of contract during the protected period. This sanction shall be a four-month restriction on playing in official matches. In the case of aggravating circumstances, the restriction shall last six months. In all cases, these sporting sanctions shall take effect from the start of the following season at the new club. Unilateral breach without just cause or sporting just cause after the protected period shall not result in sporting sanctions. Disciplinary measures may, however, be imposed outside the protected period for failure to give notice of termination within 15 days of the last official match of the season (including national cups) of the club with which the player is registered. The protected period starts again when, while renewing the contract, the duration of the previous contract is extended.
4. In addition to the obligation to pay compensation, sporting sanctions shall be imposed on any club found to be in breach of contract or found to be inducing a breach of contract during the protected period. It shall be presumed, unless established to the contrary, that any club signing a professional who has terminated his contract without just cause has induced that professional to commit a breach. The club shall be banned from registering any new players, either nationally or internationally, for two registration periods.
5. Any person subject to the FIFA Statutes and regulations (club officials, players' agents, players, etc.) who acts in a manner designed to induce a breach of contract between a professional and a club in order to facilitate the transfer of the player shall be sanctioned.

Article 18 - Special provisions relating to contracts between professionals and clubs

1. If an agent is involved in the negotiation of a contract, he shall be named in that contract.
2. The minimum length of a contract shall be from its effective date until the end of the season, while the maximum length of a contract shall be five years. Contracts of any other length shall only be permitted if consistent with national laws. Players under the age of 18 may not sign a professional contract for a term longer than three years. Any clause referring to a longer period shall not be recognised.
3. A club intending to conclude a contract with a professional must inform the player's current club in writing before entering into negotiations with him. A professional shall only be free to conclude a contract with another club if his contract with his present club has expired or is due to expire within six months. Any breach of this provision shall be subject to appropriate sanctions.
4. The validity of a contract may not be made subject to a successful medical examination and/or the grant of a work permit.
5. If a professional enters into more than one contract covering the same period, the provisions set forth in Chapter IV shall apply.

V. THIRD-PARTY INFLUENCE

Article 18b - Third-party influence on clubs

1. No club shall enter into a contract which enables any other party to that contract or any third party to acquire the ability to influence in employment and transfer-related matters its independence, its policies or the performance of its teams.
2. The FIFA Disciplinary Committee may impose disciplinary measures on clubs that do not observe the obligations set out in this article.

VI. INTERNATIONAL TRANSFERS INVOLVING MINORS

Article 19 - Protection of minors

1. International transfers of players are only permitted if the player is over the age of 18.
2. The following three exceptions to this rule apply:
 - a) The player's parents move to the country in which the new club is located for reasons not linked to football;

- b) The transfer takes place within the territory of the European Union (EU) or European Economic Area (EEA) and the player is aged between 16 and 18. In this case, the new club must fulfil the following minimum obligations:
 - i) It shall provide the player with an adequate football education and/or training in line with the highest national standards.
 - ii) It shall guarantee the player an academic and/or school and/or vocational education and/or training, in addition to his football education and/or training, which will allow the player to pursue a career other than football should he cease playing professional football.
 - iii) It shall make all necessary arrangements to ensure that the player is looked after in the best possible way (optimum living standards with a host family or in club accommodation, appointment of a mentor at the club, etc.).
 - iv) It shall, on registration of such a player, provide the relevant association with proof that it is complying with the aforementioned obligations;
 - c) The player lives no further than 50km from a national border and the club with which the player wishes to be registered in the neighbouring association is also within 50km of that border. The maximum distance between the player's domicile and the club's headquarters shall be 100km. In such cases, the player must continue to live at home and the two associations concerned must give their explicit consent.
3. The conditions of this article shall also apply to any player who has never previously been registered with a club and is not a national of the country in which he wishes to be registered for the first time.
 4. Each association shall ensure the respect of this provision by its clubs.
 5. The Players' Status Committee shall be competent to decide on any dispute arising in relation to these matters and shall impose appropriate sanctions in the event of violations of this provision.

VII. TRAINING COMPENSATION AND SOLIDARITY MECHANISM

Article 20 - Training compensation

Training compensation shall be paid to a player's training club(s): (1) when a player signs his first contract as a professional and (2) each time a professional is transferred until the end of the season of his 23rd birthday. The obligation to pay training compensation arises whether the transfer takes place during or at the end of the player's contract. The provisions concerning training compensation are set out in Annexe 4 of these regulations.

Article 21 - Solidarity mechanism

If a professional is transferred before the expiry of his contract, any club that has contributed to his education and training shall receive a proportion of the compensation paid to his former club (solidarity contribution). The provisions concerning solidarity contributions are set out in Annexe 5 of these regulations.

VIII. JURISDICTION

Article 22 - Competence of FIFA

Without prejudice to the right of any player or club to seek redress before a civil court for employment-related disputes, FIFA is competent to hear:

- a) disputes between clubs and players in relation to the maintenance of contractual stability (articles 13-18) where there has been an ITC request and a claim from an interested party in relation to said ITC request, in particular regarding the issue of the ITC, sporting sanctions or compensation for breach of contract;
- b) employment-related disputes between a club and a player of an international dimension, unless an independent arbitration tribunal guaranteeing fair proceedings

and respecting the principle of equal representation of players and clubs has been established at national level within the framework of the association and/or a collective bargaining agreement;

- c) employment-related disputes between a club or an association and a coach of an international dimension, unless an independent arbitration tribunal guaranteeing fair proceedings exists at national level;
- d) disputes relating to training compensation (article 20) and the solidarity mechanism (article 21) between clubs belonging to different associations;
- e) disputes relating to the solidarity mechanism (article 21) between clubs belonging to the same association provided that the transfer of a player at the basis of the dispute occurs between clubs belonging to different associations;
- f) disputes between clubs belonging to different associations that do not fall within the cases provided for in a), d) and e).

Article 23 - Players' Status Committee

1. The Players' Status Committee shall adjudicate on any of the cases described under article 22 c) and f) as well as on all other disputes arising from the application of these regulations, subject to article 24.
2. In case of uncertainty as to the jurisdiction of the Players' Status Committee or the Dispute Resolution Chamber, the chairman of the Players' Status Committee shall decide which body has jurisdiction.
3. The Players' Status Committee shall adjudicate in the presence of at least three members, including the chairman or the deputy chairman, unless the case is of such a nature that it may be settled by a single judge. In cases that are urgent or raise no difficult factual or legal issues, and for decisions on the issue of a provisional ITC in accordance with Annexe 3, the chairman or a person appointed by him, who must be a member of the committee, may adjudicate as a single judge. Each party shall be heard once during the proceedings. Decisions reached by the single judge or the Players' Status Committee may be appealed before the Court of Arbitration for Sport (CAS).

Article 24 - Dispute Resolution Chamber (DRC)

1. The DRC shall adjudicate on any of the cases described under article 22 a), b), d) and e) with the exception of disputes concerning the issue of an ITC.
2. The DRC shall adjudicate in the presence of at least three members, including the chairman or the deputy chairman, unless the case is of a nature that may be settled by a DRC judge. The members of the DRC shall designate a DRC judge for the clubs and one for the players from among its members. The DRC judge may adjudicate in the following cases:
 - i) all disputes up to a litigious value of CHF 100,000;
 - ii) disputes relating to the calculation of training compensation;
 - iii) disputes relating to the calculation of solidarity contributions.

VIII. JURISDICTION

The DRC judge is obliged to refer cases concerning fundamental issues to the chamber. The chamber shall consist of equal numbers of club and player representatives, except in those cases that may be settled by a DRC judge. Each party shall be heard once during the proceedings. Decisions reached by the Dispute Resolution Chamber or the DRC judge may be appealed before the Court of Arbitration for Sport (CAS).

Article 25 - Procedural guidelines

1. As a rule, the single judge and the DRC judge shall adjudicate within 30 days of receipt of a valid request and the Players' Status Committee or the Dispute Resolution Chamber shall adjudicate within 60 days. The proceedings shall be governed by the FIFA General Procedural Rules.

2. The maximum cost of proceedings before the Players' Status Committee, including the single judge, shall be set at CHF 25,000 and shall normally be paid by the unsuccessful party. The allocation of costs shall be explained in the decision. Proceedings before the DRC and the DRC judge are free of charge.
3. Disciplinary proceedings for violation of these regulations shall, unless otherwise stipulated herein, conform to the FIFA Disciplinary Code.
4. If there is reason to believe that a case raises a disciplinary issue, the Players' Status Committee, the Dispute Resolution Chamber, the single judge or the DRC judge (as the case may be) shall submit the file to the Disciplinary Committee together with a request for the commencement of disciplinary proceedings in accordance with the FIFA Disciplinary Code.
5. The Players' Status Committee, the Dispute Resolution Chamber, the single judge or the DRC judge (as the case may be) shall not hear any case subject to these regulations if more than two years have elapsed since the event giving rise to the dispute. Application of this time limit shall be examined ex officio in each individual case.
6. The Players' Status Committee, the Dispute Resolution Chamber, the single judge or the DRC judge (as the case may be) shall, when taking their decisions, apply these regulations whilst taking into account all relevant arrangements, laws and/or collective bargaining agreements that exist at national level, as well as the specificity of sport.
7. The detailed procedure for the resolution of disputes arising from the application of these regulations shall be further outlined in the FIFA General Procedural Rules.

IX. FINAL PROVISIONS

Article 26 - Transitional measures

1. Any case that has been brought to FIFA before these regulations come into force shall be assessed according to the previous regulations.
2. As a general rule, all other cases shall be assessed according to these regulations with the exception of the following:
 - a) disputes regarding training compensation;
 - b) disputes regarding the solidarity mechanism;
 - c) labour disputes relating to contracts signed before 1 September 2001.

Any cases not subject to this general rule shall be assessed according to the regulations that were in force when the contract at the centre of the dispute was signed, or when the disputed facts arose.

3. Member associations shall amend their regulations in accordance with article 1 to ensure that they comply with these regulations and shall submit them to FIFA for approval by 30 June 2007. Notwithstanding the foregoing, each member association shall implement article 1 paragraph 3 a) as from 1 July 2005.

Article 27 - Matters not provided for

Matters not provided for in these regulations and cases of force majeure shall be decided by the FIFA Executive Committee, whose decisions are final.

Article 28 - Official languages

In the case of any discrepancy in the interpretation of the English, French, Spanish or German texts of these regulations, the English text shall be authoritative.

Article 29 - Annulment, enforcement

1. These regulations shall replace the special regulations governing players' eligibility to play for association teams dated 4 December 2003 and the Regulations for the Status and Transfer of Players of 5 July 2001 as well as all subsequent amendments, including all relevant circular letters issued before the effective date of these regulations.

2. These regulations were approved by the FIFA Executive Committee on 18 December 2004 and come into force on 1 July 2005. Article 1 paragraph 3 a); article 5 paragraphs 3 and 4; article 17 paragraph 3; article 18bis; article 22 e) and f); Annexe 1 article 1 paragraph 4 d) and e); Annexe 1 article 3 paragraph 2; Annexe 3 article 1 paragraphs 2, 3 and 4 and Annexe 3 article 2 paragraph 2 were supplemented or amended by the FIFA Executive Committee on 29 October 2007. These amendments come into force on 1 January 2008.

Zurich, December 2004/October 2007

For the FIFA Executive Committee

President
Joseph S. Blatter

General Secretary
Jérôme Valcke

ANNEXE 1

RELEASE OF PLAYERS TO ASSOCIATION TEAMS

Article 1 - Principles

1. Clubs are obliged to release their registered players to the representative teams of the country for which the player is eligible to play on the basis of his nationality if they are called up by the association concerned. Any agreement between a player and a club to the contrary is prohibited.
2. The release of players under the terms of paragraph 1 of this article is mandatory for matches on dates listed in the coordinated international match calendar and for all matches for which a duty to release players exists on the basis of a special decision by the FIFA Executive Committee.
3. It is not compulsory to release players for matches scheduled on dates not listed in the coordinated international match calendar.
4. Players must also be released for the period of preparation before the match, which is laid down as follows:
 - a) friendly matches: 48 hours;
 - b) qualifying matches for an international tournament: four days (including the day of the match). The release period shall be extended to five days if the match concerned is held in a different confederation to the one in which the player's club is registered;
 - c) qualifying matches for an international tournament that are staged on a date reserved for friendly matches: 48 hours;
 - d) friendly matches that are staged on a date reserved for qualifying matches for an international tournament: 48 hours;
 - e) the final competition of an international tournament: 14 days before the first match in the competition.Players shall join the association team no later than 48 hours before kick-off.
5. The players of associations that have automatically qualified for the final competition of the FIFA World Cup™ or for continental championships for national "A" teams shall be released for friendly matches on dates reserved for official qualifying matches in accordance with the directives that would apply for official matches staged on those dates.
6. The clubs and associations concerned may agree a longer period of release.
7. Players complying with a call-up from their association under the terms of this article shall resume duty with their clubs no later than 24 hours after the end of the match for which they were called up. This period shall be extended to 48 hours if the match concerned took place in a different confederation to the one in which the player's club is registered. Clubs shall be informed in writing of a player's outbound and return schedule ten days before the match. Associations shall ensure that players are able to return to their clubs on time after the match.
8. If a player does not resume duty with his club by the deadline stipulated in this article, the next time the player is called up by his association, the period of release shall be shortened as follows:
 - a) friendly matches: 24 hours;
 - b) qualifying matches: three days;
 - c) the final competition of an international tournament: ten days.
9. Should an association repeatedly breach these provisions, the FIFA Players' Status Committee may impose appropriate sanctions, including but not limited to:
 - a) fines;

- b) a reduction of the period of release;
- c) a ban on calling up a player(s) for subsequent match(es).

Article 2 - Financial provisions and insurance

1. Clubs releasing a player in accordance with the provisions of this annexe are not entitled to financial compensation.
2. The association calling up a player shall bear the costs of travel incurred by the player as a result of the call-up.
3. The club with which the player concerned is registered shall be responsible for his insurance cover against illness and accident during the entire period of his release. This cover must also extend to any injuries sustained by the player during the international match(es) for which he was released.

Article 3 - Calling up players

1. As a general rule, every player registered with a club is obliged to respond affirmatively when called up by the association he is eligible to represent on the basis of his nationality to play for one of its representative teams.
2. Associations wishing to call up a player who is playing abroad must notify the player in writing at least 15 days before the day of the match for which he is required. Associations wishing to call up a player for the final competition of an international tournament must notify the player in writing at least 15 days before the beginning of the 14-day preparation period (cf. Annexe 1 article 1 paragraph 4 e)). The player's club shall also be informed in writing at the same time. The club must confirm the release of the player within the following six days.
3. Associations that request FIFA's help to obtain the release of a player playing abroad may only do so under the following two conditions:
 - a) The association at which the player is registered has been asked to intervene without success.
 - b) The case is submitted to FIFA at least five days before the day of the match for which the player is needed.

Article 4 - Injured players

A player who due to injury or illness is unable to comply with a call-up from the association that he is eligible to represent on the basis of his nationality shall, if the association so requires, agree to undergo a medical examination by a doctor of that association's choice. If the player so wishes, such medical examination shall take place on the territory of the association at which he is registered.

Article 5 - Restrictions on playing

A player who has been called up by his association for one of its representative teams is, unless otherwise agreed by the relevant association, not entitled to play for the club with which he is registered during the period for which he has been released or should have been released pursuant to the provisions of this annexe. This restriction on playing for the club shall, moreover, be prolonged by five days in the event that the player, for whatsoever reason, did not wish to or was unable to comply with the call-up.

Article 6 - Disciplinary measures

1. Violations of any of the provisions set forth in this annexe shall result in the imposition of disciplinary measures.

2. If a club refuses to release a player or neglects to do so despite the provisions of this annexe, the FIFA Players' Status Committee shall furthermore request the association to which the club belongs to declare any match(es) in which the player took part to have been lost by the club concerned. Any points thus gained by the club in question shall be forfeited. Any match contested according to the cup system shall be regarded as having been won by the opposing team, irrespective of the score.
3. If a player reports late for duty with his club more than once after being called up by an association, the FIFA Players' Status Committee may, at the request of the player's club, impose additional sanctions on the player and/or his association.

ANNEXE 2

ELIGIBILITY TO PLAY FOR ASSOCIATION TEAMS OF PLAYERS WHOSE NATIONALITY ENTITLES THEM TO REPRESENT MORE THAN ONE ASSOCIATION

Article 1 - Conditions

1. A player who, under the terms of article 15 of the Regulations Governing the Application of the FIFA Statutes, is eligible to represent more than one association on account of his nationality, may play in an international match for one of these associations only if, in addition to having the relevant nationality, he fulfils at least one of the following conditions:
 - a) he was born on the territory of the relevant association;
 - b) his biological mother or biological father was born on the territory of the relevant association;
 - c) his grandmother or grandfather was born on the territory of the relevant association; d) he has lived on the territory of the relevant association for at least two years without interruption.
2. Notwithstanding paragraph 1 of this article, associations sharing a common nationality may make an agreement under which item d) of paragraph 1 of this article is deleted completely or amended to specify a longer time limit. Such agreements must be lodged with and approved by FIFA.

ANNEXE 3

ADMINISTRATIVE PROCEDURE GOVERNING THE TRANSFER OF PLAYERS BETWEEN ASSOCIATIONS

Article 1 - Principles

1. Any player who is registered with a club that is affiliated to one association shall not be eligible to play for a club affiliated to a different association unless an ITC has been issued by the former association and received by the new association in accordance with the provisions of this annexe. Special forms provided by FIFA for this purpose or forms with similar wording shall be used.
2. At the very latest, the ITC must be requested on the last day of the registration period of the new association.
3. The association issuing the ITC shall also attach a copy of the player passport to it.
4. The new association shall inform the association(s) of the club(s) that trained and educated the player between the ages of 12 and 23 (cf. Article 7 – Player passport) in writing of the registration of the player as a professional after receipt of the ITC.

Article 2 - Issue of an ITC for a professional

1. All applications to register a professional must be submitted by the new club to the new association during one of the registration periods established by that association. All applications shall be accompanied by a copy of the contract between the new club and the professional. A professional is not eligible to play in official matches for his new club until an ITC has been issued by the former association and received by the new association.
2. Upon receipt of the application, the new association shall immediately request the former association to issue an ITC for the professional ("ITC request"). An association that receives an unsolicited ITC from another association is not entitled to register the professional concerned with one of its clubs.
3. Upon receipt of the ITC request, the former association shall immediately request the former club and the professional to confirm whether the professional's contract has expired, whether early termination was mutually agreed or whether a contractual dispute exists.
4. Within seven days of receiving the ITC request, the former association shall either:
 - a) issue the ITC to the new association; or
 - b) inform the new association that the ITC cannot be issued because the contract between the former club and the professional has not expired or that there has been no mutual agreement regarding its early termination.
5. If the new association does not receive a response to the ITC request within 30 days of the ITC request being made, it shall immediately register the professional with the new club on a provisional basis ("provisional registration"). A provisional registration shall become permanent one year after the ITC request. The Players' Status Committee may withdraw a provisional registration, if, during this one-year period, the former association presents valid reasons explaining why it did not respond to the ITC request.
6. The former association shall not issue an ITC if a contractual dispute has arisen between the former club and the professional. In such a case, the professional, the former club and/or the new club are entitled to lodge a claim with FIFA in accordance with article 22. FIFA shall then decide on the issue of the ITC and on sporting sanctions within 60 days. In any case, the decision on sporting sanctions shall be taken before the issue of the ITC. The issue of the ITC shall be without prejudice to compensation for breach of contract. FIFA may take provisional measures in exceptional circumstances.
7. The new association may grant a player temporary eligibility to play until the end of the season that is underway on the basis of an ITC sent by fax. If the original ITC is not received by that time, the player's eligibility to play shall be considered definitive.
8. Associations are forbidden from requesting the issue of an ITC in order to allow a player to participate in trial matches.
9. The foregoing rules and procedures also apply to professionals who, upon moving to their new club, acquire amateur status.

Article 3 - Issue of an ITC for an amateur

1. All applications to register an amateur player must be submitted by the new club to the new association during one of the registration periods established by that association.
2. Upon receipt of the application, the new association shall immediately request the former association to issue an ITC for the player ("ITC request").
3. The former association shall, within seven days of receiving the ITC request, issue the ITC to the new association.
4. If the new association does not receive a response to the ITC request within 30 days, it shall immediately register the amateur with the new club on a provisional basis ("provisional registration"). A provisional registration shall become permanent one year after the ITC request. The Players' Status Committee may withdraw a provisional registration, if, during

this one-year period, the former association presents valid reasons explaining why it did not respond to the ITC request.

5. The foregoing rules and procedures also apply for amateurs who, upon moving to their new club, acquire professional status.

Article 4 - Loan of players

1. The rules set out above also apply to the loan of a professional from a club affiliated to one association to a club affiliated to another association.
2. The terms of the loan agreement shall be enclosed with the ITC request.
3. Upon expiry of the loan period, the ITC shall be returned, upon request, to the association of the club that released the player on loan.

ANNEXE 4

TRAINING COMPENSATION

Article 1 - Objective

1. A player's training and education takes place between the ages of 12 and 23. Training compensation shall be payable, as a general rule, up to the age of 23 for training incurred up to the age of 21, unless it is evident that a player has already terminated his training period before the age of 21. In the latter case, training compensation shall be payable until the end of the season in which the player reaches the age of 23, but the calculation of the amount payable shall be based on the years between the age of 12 and the age when it is established that the player actually completed his training.
2. The obligation to pay training compensation is without prejudice to any obligation to pay compensation for breach of contract.

Article 2 - Payment of training compensation

1. Training compensation is due when:
 - i) a player is registered for the first time as a professional;
or
 - ii) a professional is transferred between clubs of two different associations (whether during or at the end of his contract)
before the end of the season of his 23rd birthday.
2. Training compensation is not due if:
 - i) the former club terminates the player's contract without just cause (without prejudice to the rights of the previous clubs);
or
 - ii) the player is transferred to a category 4 club;
or
 - iii) a professional reacquires amateur status on being transferred.

Article 3 - Responsibility to pay training compensation

1. On registering as a professional for the first time, the club with which the player is registered is responsible for paying training compensation within 30 days of registration to every club with which the player has previously been registered (in accordance with the players' career history as provided in the player passport) and that has contributed to his training starting from the season of his 12th birthday. The amount payable is calculated on a pro rata basis according to the period of training that the player spent with each club. In the case of

subsequent transfers of the professional, training compensation will only be owed to his former club for the time he was effectively trained by that club.

2. In both of the above cases, the deadline for payment of training compensation is 30 days following the registration of the professional with the new association.
3. If a link between the professional and any of the clubs that trained him cannot be established, or if those clubs do not make themselves known within 18 months of the player's first registration as a professional, the training compensation shall be paid to the association(s) of the country (or countries) where the professional was trained. This compensation shall be reserved for youth football development programmes at the association(s) in question.

Article 4 - Training costs

1. In order to calculate the compensation due for training and education costs, associations are instructed to divide their clubs into a maximum of four categories in accordance with the clubs' financial investment in training players. The training costs are set for each category and correspond to the amount needed to train one player for one year multiplied by an average "player factor", which is the ratio of players who need to be trained to produce one professional player.
2. The training costs, which are established on a confederation basis for each category of club, as well as the categorisation of clubs for each association, are published on the FIFA website (www.FIFA.com). They are updated at the end of every calendar year.

Article 5 - Calculation of training compensation

1. As a general rule, to calculate the training compensation due to a player's former club(s), it is necessary to take the costs that would have been incurred by the new club if it had trained the player itself.
2. Accordingly, the first time a player registers as a professional, the training compensation payable is calculated by taking the training costs of the new club multiplied by the number of years of training, in principle from the season of the player's 12th birthday to the season of his 21st birthday. In the case of subsequent transfers, training compensation is calculated based on the training costs of the new club multiplied by the number of years of training with the former club.
3. To ensure that training compensation for very young players is not set at unreasonably high levels, the training costs for players for the seasons between their 12th and 15th birthdays (i.e. four seasons) shall be based on the training and education costs of category 4 clubs.
4. The Dispute Resolution Chamber may review disputes concerning the amount of training compensation payable and shall have discretion to adjust this amount if it is clearly disproportionate to the case under review.

Article 6 - Special provisions for the EU/EEA

1. For players moving from one association to another inside the territory of the EU/EEA, the amount of training compensation payable shall be established based on the following:
 - a) If the player moves from a lower to a higher category club, the calculation shall be based on the average training costs of the two clubs;
 - b) If the player moves from a higher to a lower category, the calculation shall be based on the training costs of the lower-category club.
2. Inside the EU/EEA, the final season of training may occur before the season of the player's 21st birthday if it is established that the player completed his training before that time.
3. If the former club does not offer the player a contract, no training compensation is payable unless the former club can justify that it is entitled to such compensation. The former club must offer the player a contract in writing via registered post at least 60 days before the expiry of his current contract. Such an offer shall furthermore be at least of an equivalent

value to the current contract. This provision is without prejudice to the right to training compensation of the player's previous club(s).

Article 7 - Disciplinary measures

The FIFA Disciplinary Committee may impose disciplinary measures on clubs or players that do not observe the obligations set out in this annexe.

ANNEXE 5

SOLIDARITY MECHANISM

Article 1 - Solidarity contribution

If a professional moves during the course of a contract, 5% of any compensation, not including training compensation paid to his former club, shall be deducted from the total amount of this compensation and distributed by the new club as a solidarity contribution to the club(s) involved in his training and education over the years. This solidarity contribution reflects the number of years (calculated pro rata if less than one year) he was registered with the relevant club(s) between the seasons of his 12th and 23rd birthdays, as follows:

- Season of 12th birthday: 5% (i.e. 0.25% of total compensation);
- Season of 13th birthday: 5% (i.e. 0.25% of total compensation);
- Season of 14th birthday: 5% (i.e. 0.25% of total compensation);
- Season of 15th birthday: 5% (i.e. 0.25% of total compensation);
- Season of 16th birthday: 10% (i.e. 0.5% of total compensation);
- Season of 17th birthday: 10% (i.e. 0.5% of total compensation);
- Season of 18th birthday: 10% (i.e. 0.5% of total compensation);
- Season of 19th birthday: 10% (i.e. 0.5% of total compensation);
- Season of 20th birthday: 10% (i.e. 0.5% of total compensation);
- Season of 21st birthday: 10% (i.e. 0.5% of total compensation);
- Season of 22nd birthday: 10% (i.e. 0.5% of total compensation);
- Season of 23rd birthday: 10% (i.e. 0.5% of total compensation).

Article 2 - Payment procedure

1. The new club shall pay the solidarity contribution to the training club(s) pursuant to the above provisions no later than 30 days after the player's registration or, in case of contingent payments, 30 days after the date of such payments.
2. It is the responsibility of the new club to calculate the amount of the solidarity contribution and to distribute it in accordance with the player's career history as provided in the player passport. The player shall, if necessary, assist the new club in discharging this obligation.
3. If a link between the professional and any of the clubs that trained him cannot be established within 18 months of his transfer, the solidarity contribution shall be paid to the association(s) of the country (or countries) where the professional was trained. This solidarity contribution shall be reserved for youth football development programmes in the association(s) in question.
4. The Disciplinary Committee may impose disciplinary measures on clubs that do not observe the obligations set out in this annexe.

NOTES

LAWS OF THE GAME

LAW 1.–THE FIELD OF PLAY.

LAW 2.–THE BALL.

LAW 3.–NUMBER OF PLAYERS.

LAW 4.–PLAYERS' EQUIPMENT.

LAW 5.–REFEREE.

LAW 6.–ASSISTANT REFEREES.

LAW 7.–DURATION OF THE MATCH.

LAW 8.–THE START AND RESTART OF PLAY.

LAW 9.–BALL IN AND OUT OF PLAY.

LAW 10.–METHOD OF SCORING.

LAW 11.–OFFSIDE.

LAW 12.–FOULS AND MISCONDUCT.

LAW 13.–FREE KICKS.

LAW 14.–PENALTY KICK.

LAW 15.–THROW-IN.

LAW 16.–GOAL KICK.

LAW 17.–CORNER KICK.

Subject to the agreement of the National Association concerned and provided the principles of these Laws are maintained, the Laws may be modified in their application for matches for players of under 16 years of age, for women footballers and for veteran footballers (over 35 years) and for players with disabilities.

Any or all of the following modifications are permissible.

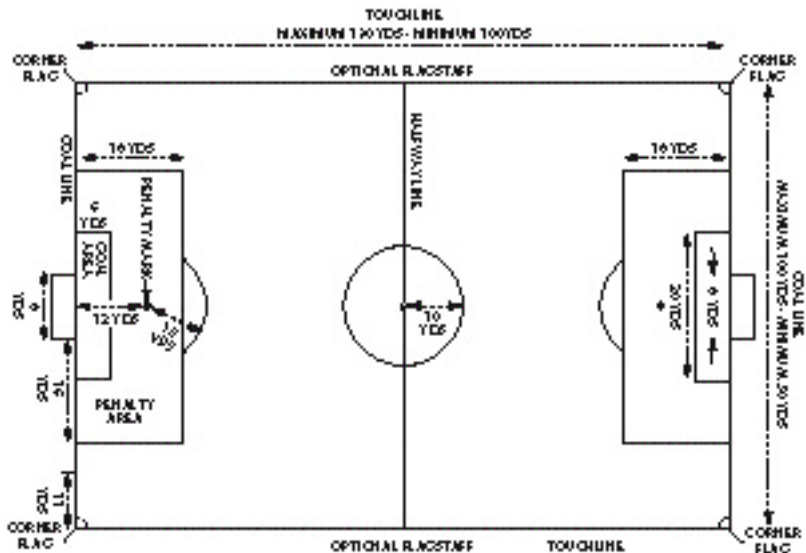
- (a) size of the field of play;
- (b) size, weight and material of the ball;
- (c) width between the goal-posts and height of the cross-bar from the ground;
- (d) the duration of the periods of play;
- (e) substitutions.

The Football Association offers the following guidance notes for County Associations, clubs, leagues, schools, competitions and pitch providers for the levels of football listed below:

- Mini-Soccer
 - U9 and U10 age:
Max length 54.9m (60yds), Min length 45.75m (50 yds)
Max width 36.6m (40yds), Min width 27.45m (30 yds)
 - U7 and U8 age:
Max length 45.75m (50 yds), Min length 27.45m (30 yds)
Max width 27.45m (30 yds), Min width 18.3m (20 yds)
- Pitch sizes
 - Youth (11-16 age):
Max length 82m (90yds), Min length 70m (75 yds)
Max width 56m (60yds), Min width 42m (45 yds)
- Size of goalposts
 - Mini-Soccer: 12 feet wide x 6 feet high
 - Youth (11-14 age): 21 feet wide x 7 feet high
 - Youth (15-16 age): 24 feet wide x 8 feet high

Further modifications are only possible with the consent of the International Football Association Board.

References to the male gender within the Laws of the Game in respect of referees, assistant referees, players or officials are for simplification and apply to both males and females.



LAW 1 – The Field of Play

Field Surface

Matches may be played on natural or artificial surfaces, according to the rules of the competition. The Field of Play and appurtenances shall be as shown in the plan above:-

Dimensions

The field of play must be rectangular. The length of the touch line must be greater than the length of the goal line.

Length:	minimum 90m (100yds)	maximum 120m (130yds)
Width:	minimum 45m (50yds)	maximum 90m (100yds)

International matches

Length:	minimum 100m (110yds)	maximum 110m (120yds)
Width:	minimum 64m (70yds)	maximum 75m (80yds)

Field Markings

The field of play is marked with lines. These lines belong to the areas of which they are boundaries. The two longer boundary lines are called touch lines. The two shorter lines are called goal lines. All lines are not more than 12cm (5ins) wide.

The field of play is divided into two halves by a halfway line.

The centre mark is indicated at the midpoint of the halfway line. A circle with a radius of 9.15m (10yds) is marked around it.

The Goal Area

A goal area is defined at each end of the field as follows:

Two lines are drawn at right angles to the goal lines, 5.5m (6yds) from the inside of the goalpost. These lines extend into the field of play for a distance of 5.5m (6yds) and are joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the goal area.

The Penalty Area

A penalty area is defined at each end of the field as follows:

Two lines are drawn at right angles to the goal line, 16.5m (18yds) from the inside of each goalpost. These lines extend into the field of play for a distance of 16.5m (18yds) and are joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the penalty area.

Within each penalty area a penalty mark is made 11m (12yds) from the midpoint between the goalposts and equidistant to them. An arc of a circle with a radius of 9.15m (10yds) is drawn outside the penalty area from each penalty mark.

Flagposts

A flagpost, not less than 1.5m (5ft) high, with a non pointed top and a flag is placed at each corner. Flagposts may also be placed at each end of the halfway line, not less than 1m (1yd) outside the touch line.

The Corner Arc

A quarter circle with a radius of 1m (1 yd) from each corner flagpost is drawn inside the field of play.

Goals

Goals must be placed on the centre of each goal line.

They consist of two upright posts equidistant from the corner flagposts and joined at the top by a horizontal crossbar.

The distance between the posts is 7.32m (8yds) and the distance from the lower edge of the crossbar to the ground is 2.44m (8ft).

Both goalposts and the crossbar have the same width and depth which do not exceed 12cm(5ins). The goal lines are the same width as the depth of the goalposts and the crossbar. Nets may be attached to the goals and the ground behind the goal, provided that they are properly supported and do not interfere with the goalkeeper.

The goalposts and crossbars must be white.

Safety

Goals must be anchored securely to the ground. Portable goals may only be used if they satisfy this requirement.

Decisions of the International FA Board

Decision 1

If the crossbar becomes displaced or broken, play is stopped until it has been repaired or replaced in position. If a repair is not possible, the match is abandoned. The use of a rope to replace the crossbar is not permitted. If the crossbar can be repaired, the match is restarted with a dropped ball at the place where the ball was located when play was stopped.*

Decision 2

Goalposts and crossbars must be made of wood, metal or other approved material. Their shape may be square, rectangular, round or elliptical and they must not be dangerous to players.

Decision 3

No kind of commercial advertising, whether real or virtual, is permitted on the field of play and the field equipment (including the goal nets and the areas they enclose) from the time the teams enter the field of play until they have left it at half-time and from the time the teams re-enter the field of play until the end of the match. In particular, no advertising materials of any kind may be displayed on goals, nets, flagposts or their flags. No extraneous equipment (cameras, microphones, etc.) may be attached to these items.

Decision 4

There should be no advertising of any kind on the ground within the technical area or within one metre from the touch line. Further, no advertising shall be allowed in the area between the goal line and the goal nets.

Decision 5

The reproduction whether real or virtual, of representative logos or emblems of FIFA, Confederations, National Associations, Leagues, Clubs or other bodies, is forbidden on the field of play and field equipment (including the goal nets and the areas they enclose) during playing time, as described in Decision 3.

Decision 6

A mark may be made off the field of play, 9.15 metres (10yds) from the corner arc and at right angles to the goal line, to ensure that this distance is observed when a corner kick is being taken.

Decision 7

Where artificial surfaces are used in either competition matches between representative teams of associations affiliated to FIFA or international club competition matches, the surface must meet the requirements of the FIFA Quality Concept for Artificial Turf or the International Artificial Turf Standard, unless special dispensation is given by FIFA.

Decision 8

Where a technical area exists, it must meet the requirements approved by the International FA Board, which are contained in this publication.

LAW 2 – The Ball**Qualities and Measurements****The ball is:**

- spherical
- made of leather or other suitable material
- of a circumference of not more than 70cm (28ins) and not less than 68cm (27ins)
- not more than 450g (16oz) in weight and not less than 410g (14oz) at the start of the match
- of a pressure equal to 0.6–1.1 atmosphere (600–1100g/cm²) at sea level (8.5lbs/sq.in 15.6lbs/sq.in)

Replacement of a Defective Ball

If the ball bursts or becomes defective during the course of a match:

- the match is stopped
- it is restarted by dropping the replacement ball at the place where the first ball became defective*

If the ball bursts or becomes defective whilst not in play at a kick off, goal kick, corner kick, free kick, penalty kick or throw-in:

- the match is restarted accordingly

The ball may not be changed during the match without the authority of the referee.

Decisions of the International FA Board

Decision 1

In addition to the requirements of Law 2, acceptance of a ball for use in matches played in an official competition organised under the auspices of FIFA or the Confederations is conditional upon the ball bearing one of the following:

the official "FIFA APPROVED" logo

or

the official "FIFA INSPECTED" logo

or

the "INTERNATIONAL MATCHBALL STANDARD" logo

Such a logo on a ball indicates that it has been tested officially and found to be in compliance with specific technical requirements, different for each logo and additional to the minimum specifications stipulated in Law 2. The list of the additional requirements specific to each of the respective logos must be approved by the International FA Board. The institutes conducting the tests are subject to the approval of FIFA.

Member Association competitions may also require the use of balls bearing any one of these three logos.

Decision 2

In FIFA competition matches, and in competition matches under the auspices of the Confederation and National Associations, no kind of commercial advertising on the ball is permitted, except for the emblem of the competition, the competition organiser and the authorised trademark of the manufacturer. The competition regulations may restrict the size and number of such markings.

LAW 3 – The Number of Players

Players

A match is played by two teams, each consisting of not more than eleven players, one of whom is the goalkeeper. A match may not start if either team consists of fewer than seven players.

Official Competitions

Up to a maximum of three substitutes may be used in any match played in an official competition under the auspices of FIFA, the Confederations or the National Associations. The rules of the competition must state how many substitutes may be nominated, from three up to a maximum of seven.

Other Matches

In National A team matches, up to a maximum of six substitutes may be used.

In all other matches, a greater number of substitutes may be used provided that:

- the teams concerned reach agreement on a maximum number
- the referee is informed before the match

If the referee is not informed, or if no agreement is reached before the match, no more than six substitutes are allowed.

All Matches

In all matches the names of the substitutes must be given to the referee prior to the start of the match. Substitutes not so named may not take part in the match.

Substitution Procedure

To replace a player by a substitute, the following conditions must be observed:

- the referee is informed before any proposed substitution is made
- a substitute only enters the field of play after the player being replaced has left and after receiving a signal from the referee
- a substitute only enters the field of play at the halfway line and during a stoppage in the match
- a substitution is completed when a substitute enters the field of play
- from that moment, the substitute becomes a player and the player he has replaced ceases to be a player
- a player who has been replaced takes no further part in the match
- all substitutes are subject to the authority and jurisdiction of the referee, whether called upon to play or not

Changing the Goalkeeper

Any of the other players may change places with the goalkeeper, provided that:

- the referee is informed before the change is made
- the change is made during a stoppage in the match

Infringements/Sanctions

If a substitute enters the field of play without the referee being informed:

- play is stopped
- the substitute is cautioned, shown the yellow card and required to leave the field of play
- play is restarted with an indirect free kick at the place it was located when play was stopped

If a player changes places with the goalkeeper without the referee being informed before the change is made:

- play continues
- the players concerned are cautioned and shown the yellow card when the ball is next out of play

For any other infringements of this Law:

- the players concerned are cautioned and shown the yellow card

Restart of Play

If play is stopped by the referee to administer a caution:

- the match is restarted by an indirect free kick, to be taken by a player of the opposing team from the place where the ball was when play was stopped*

Players and Substitutes Sent Off

A player who has been sent off before the kick-off may only be replaced by one of the named substitutes.

A named substitute who has been sent off either before the kick-off, or after play has started, may not be replaced.

Decisions of the International FA Board

Decision 1

Subject to the over-riding conditions of Law 3, the minimum number of players in a team is left to the discretion of National Associations. The Board is of the opinion however, that a match should not continue if there are fewer than seven players in either team.

Decision 2

A team official may convey tactical instructions to the players during the match and he must return to his position immediately after giving these instructions. All team officials must remain within the confines of the technical area, where such an area is provided, and they must behave in a responsible manner.

LAW 4 – The Players' Equipment

Safety

A player must not use equipment or wear anything which is dangerous to himself or another player (including any kind of jewellery).

Basic Equipment

The basic compulsory equipment of a player comprises the following separate items:

- a jersey or shirt
if undergarments are worn, the colour of the sleeve should be the same main colour as the sleeve of the jersey or shirt
- shorts - if undershorts are worn, they are of the same main colour as the shorts
- stockings
- shinguards
- footwear

Shinguards

- are covered entirely by the stockings
- are made of a suitable material (rubber, plastic, or similar substances)
- provide a reasonable degree of protection

Goalkeepers

- each goalkeeper wears colours which distinguish him from the other players, the referee and the assistant referees

Infringements/Sanctions

For any infringement of this Law:

- play need not be stopped
- the player at fault is instructed by the referee to leave the field of play to correct his equipment
- the player leaves the field of play when the ball next ceases to be in play, unless he has already corrected his equipment
- any player required to leave the field of play to correct his equipment, does not reenter without the permission of the referee
- the referee checks that the player's equipment is correct before allowing him to reenter the field of play
- the player is only allowed to re-enter the field of play when the ball is out of play

A player who has been required to leave the field of play because of an infringement of this Law and who enters (or re-enters) the field of play without the permission of the referee is cautioned and shown the yellow card.

Restart of Play

If play is stopped by the referee to administer a caution:

- the match is restarted by an indirect free kick taken by a player of the opposing side, from the place where the ball was when the referee stopped the match*

Decision of the International FA Board

- Players must not reveal undershirts which contain slogans or advertising. The basic compulsory equipment must not contain any political, religious or personal statements. A player removing his jersey to reveal slogans or advertising will be sanctioned by the competition organiser. The team of a player whose basic compulsory equipment contains political, religious or personal slogans or statements will be sanctioned by the competition organiser or by FIFA.
- Jerseys must have sleeves.

LAW 5 – The Referee**The Authority of the Referee**

Each match is controlled by a referee who has full authority to enforce the Laws of the Game in connection with the match to which he has been appointed.

Powers and Duties**The Referee:**

- enforces the Laws of the Game
- controls the match in co-operation with the assistant referees and, where applicable, with the fourth official
- ensures that any ball meets the requirements of Law 2
- ensures that the players' equipment meets the requirements of Law 4
- acts as timekeeper and keeps a record of the match
- stops, suspends or terminates the match, at his discretion, for any infringements of the Laws
- stops, suspends or terminates the match because of outside interference of any kind
- stops the match if, in his opinion, a player is seriously injured and ensures that he is removed from the field of play – an injured player may only return to the field of play after the match has restarted
- allows play to continue until the ball is out of play if a player is, in his opinion, only slightly injured
- ensures that any player bleeding from a wound leaves the field of play. The player may only return on receiving a signal from the referee who must be satisfied that the bleeding has stopped
- allows play to continue when the team against which an offence has been committed will benefit from such an advantage and penalises the original offence if the anticipated advantage does not ensue at that time
- punishes the more serious offence when a player commits more than one offence at the same time
- takes disciplinary action against players guilty of cautionable and sending-off offences. He is not obliged to take this action immediately but must do so when the ball next goes out of play
- takes action against team officials who fail to conduct themselves in a responsible manner and may, at his discretion, expel them from the field of play and its immediate surrounds
- acts on the advice of assistant referees regarding incidents which he has not seen
- ensures that no unauthorised persons enter the field of play
- restarts the match after it has been stopped
- provides the appropriate authorities with a match report which includes information on any disciplinary action taken against players, and/or team officials and any other incidents which occurred before, during or after the match

Decisions of the Referee

The decisions of the referee regarding facts connected with play are final. The referee may only change a decision on realising that it is incorrect or, at his discretion, on the advice of an assistant referee, provided that he has not restarted play or terminated the match.

Decisions of the International FA

Board Decision 1

A referee (or where applicable, an assistant referee or fourth official) is not held liable for:

- Any kind of injury suffered by a player, official or spectator.
- Any damage to property of any kind
- Any other loss suffered by any individual, club, company, association or other body, which is due or which may be due to any decision which he may take under the terms of the Laws of the Game or in respect of the normal procedures required to hold, play and control a match

This may include:

- a decision that the condition of the field of play or its surrounds or that the weather conditions are such as to allow or not to allow a match to take place
- a decision to abandon a match for whatever reason
- a decision as to the condition of the fixtures or equipment used during a match including the goalposts, crossbar, flagposts and the ball
- a decision to stop or not to stop a match due to spectator interference or any problem in the spectator area
- a decision to stop or not to stop play to allow an injured player to be removed from the field of play for treatment
- a decision to request or insist that an injured player be removed from the field of play for treatment
- a decision to allow or not to allow a player to wear certain apparel or equipment
- a decision (in so far as this may be his responsibility) to allow or not to allow any persons (including team or stadium officials, security officers, photographers or other media representatives) to be present in the vicinity of the field of play
- any other decision which he may take in accordance with the Laws of the Game or in conformity with his duties under the terms of FIFA, Confederation, National Association or League rules or regulations under which the match is played

Decision 2

In tournaments or competitions where a fourth official is appointed, his role and duties must be in accordance with the guidelines approved by the International FA Board, which are contained in this publication.

Decision 3

Facts connected with play shall include whether a goal is scored or not and the result of the match.

The Technical Area

The technical area described in Law 3, International FA Board Decision No. 2, relates particularly to matches played in stadia with a designated seated area for technical staff and substitutes as shown below.

It is recognised that technical areas may vary between stadia, for example in size or location, and the following notes are issued for general guidance.

- The technical area extends 1m on either side of the designated seated area and extends forward up to a distance of 1m from the touch line
- It is recommended that markings are used to define this area
- The number of persons permitted to occupy the technical area is defined by the competition rules
- The occupants of the technical area are identified before the beginning of the match in accordance with the competition rules
- Only one person at a time is authorised to convey tactical instructions and he must return to his position immediately after giving these instructions
- The coach and other officials must remain within the confines of the technical area except in special circumstances, for example, a physiotherapist or doctor entering the field of play, with the referee's permission, to assess an injured player
- The coach and other occupants of the technical area must behave in a responsible manner

LAW 6 – The Assistant Referees

Duties

Two assistant referees are appointed whose duties, subject to the decision of the referee, are to indicate:

- when the whole of the ball has passed out of the field of play
- which side is entitled to a corner kick, goal kick or throw-in
- when a player may be penalised for being in an offside position
- when a substitution is requested
- when misconduct or any other incident has occurred out of the vision of the referee
- when offences have been committed whenever the assistants are closer to the action than the referee (this includes, in particular circumstances, offences committed in the penalty area)
- whether, at penalty kicks, the goalkeeper has moved forward before the ball has been kicked and if the ball has crossed the line

Assistance

The assistant referees also assist the referee to control the match in accordance with the Laws of the Game. In particular, they may enter the field of play to help control the 9.15m distance.

In the event of undue interference or improper conduct, the referee will relieve an assistant referee of his duties and make a report to the appropriate authorities.

LAW 7 – The Duration of the Match

Periods of Play

The match lasts two equal periods of 45 minutes, unless otherwise mutually agreed between the referee and the two participating teams. Any agreement to alter the periods of play (for example to reduce each half to 40 minutes because of insufficient light) must be made before the start of play and must comply with competition rules.

Half-Time Interval

Players are entitled to an interval at half-time.

The half-time interval must not exceed 15 minutes.

Competition rules must state the duration of the half-time interval.

The duration of the half-time interval may be altered only with the consent of the referee.

Allowance for Time Lost

Allowance is made in either period for all time lost through:

- substitution(s)
- assessment of injury to players
- removal of injured players from the field of play for treatment
- wasting time
- any other cause

The allowance for time lost is at the discretion of the referee.

Penalty Kick

Additional time is allowed for a penalty kick to be taken at the end of each half or at the end of periods of extra time.

Abandoned Match

An abandoned match is replayed unless the competition rules provide otherwise.

LAW 8 – The Start and Restart of Play**Preliminaries**

A coin is tossed and the team which wins the toss decides which goal it will attack in the first half of the match.

The other team takes the kick-off to start the match.

The team which wins the toss takes the kick-off to start the second half of the match.

In the second half of the match the teams change ends and attack the opposite goals.

Kick-off

A kick-off is a way of starting or restarting play:

- at the start of the match
- after a goal has been scored
- at the start of the second half of the match
- at the start of each period of extra time where applicable

A goal may be scored directly from the kick-off.

Procedure

- all players are in their own half of the field
- the opponents of the team taking the kick-off are at least 9.15m (10yds) from the ball until it is in play
- the ball is stationary on the centre mark
- the referee gives a signal
- the ball is in play when it is kicked and moves forward
- the kicker does not touch the ball a second time until it has touched another player

After a team scores a goal, the kick-off is taken by the other team.

Infringements/Sanctions

If the kicker touches the ball a second time before it has touched another player:

- an indirect free kick is awarded to the opposing team to be taken from the place where the infringement occurred*

For any other infringement of the kick-off procedure:

- the kick-off is retaken

Dropped Ball

A dropped ball is a way of restarting the match after a temporary stoppage which becomes necessary, while the ball is in play, for any reason not mentioned elsewhere in the Laws of the Game.

Procedure

The referee drops the ball at the place where it was when play was stopped. * Play restarts when the ball touches the ground.

Infringements/Sanctions

The ball is dropped again:

- if it is touched by a player before it makes contact with the ground

or

- if the ball leaves the field of play after it makes contact with the ground, without a player touching it

Special Circumstances

A free kick awarded to the defending team inside its own goal area is taken from any point within the goal area.

An indirect free kick awarded to the attacking team in its opponents' goal area is taken from the goal area line parallel to the goal line at the point nearest to where the infringement occurred.

A dropped ball to restart the match after play has been temporarily stopped inside the goal area takes place on the goal area line parallel to the goal line at the point nearest to where the ball was when play was stopped.

LAW 9 – The Ball In and Out of Play**Ball out of Play**

The ball is out of play when:

- it has wholly crossed the goal line or touch line whether on the ground or in the air
- play has been stopped by the referee

Ball in Play

The ball is in play at all other times, including when:

- it rebounds from a goalpost, crossbar or corner flagpost and remains in the field of play
- it rebounds from either the referee or an assistant referee when they are on the field of play

LAW 10 – The Method of Scoring**Goal Scored**

A goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar, provided that no infringement of the Laws of the Game has been committed previously by the team scoring the goal.

Winning Team

The team scoring the greater number of goals during a match is the winner. If both teams score an equal number of goals, or if no goals are scored, the match is drawn.

Competition Rules

When competition rules require there to be a winning team after a match or home-and-away tie has been drawn, only the following procedures, which have been approved by the International FA Board, are permitted:

- Away goals rule
- Extra time
- Kicks from the penalty mark

Decision of the International FA Board

Decision 1

Only procedures to determine the winner of a match, which are approved by the International FA Board and contained in this publication, are permitted in competition rules.

Laws 11 – Offside

Offside Position

It is not an offence in itself to be in an offside position.

A player is in an offside position if:

- he is nearer to his opponents' goal line than both the ball and the second last opponent

A player is not in an offside position if:

- he is in his own half of the field of play
- or
- he is level with the second last opponent
- or
- he is level with the last two opponents

Offence

A player in an offside position is only penalised if, at the moment the ball touches or is played by one of his team, he is, in the opinion of the referee, involved in active play by:

- interfering with play
- or
- interfering with an opponent
- or
- gaining an advantage by being in that position

No Offence

There is no offside offence if a player receives the ball directly from:

- a goal kick
- or
- a throw-in
- or
- a corner kick

Infringements/Sanctions

For any offside offence, the referee awards an indirect free kick to the opposing team to be taken from the place where the infringement occurred.*

Decisions of the International FA Board

Decision 1

- In the definition of offside position, "nearer to his opponents' goal line" means that any part of his head, body or feet is nearer to his opponents' goal line than both the ball and the second last opponent. The arms are not included in this definition.

Decision 2

The definitions of elements of involvement in active play are as follows:

- Interfering with play means playing or touching the ball passed or touched by a team-mate
- Interfering with an opponent means preventing an opponent from playing or being able to play the ball by clearly obstructing the opponent's line of vision or movements or making a gesture or movement which, in the opinion of the referee, deceives or distracts an opponent
- Gaining an advantage by being in that position means playing a ball that rebounds to him off a post or the crossbar having been in an offside position or playing the ball that rebounds to him off an opponent having been in an offside position.

LAW 12 – Fouls and Misconduct

Fouls and misconduct are penalised as follows:

Direct Free Kick

A direct free kick is awarded to the opposing team if a player commits any of the following six offences in a manner considered by the referee to be careless, reckless or using excessive force:

- kicks or attempts to kick an opponent
- trips or attempts to trip an opponent
- jumps at an opponent
- charges an opponent
- strikes or attempts to strike an opponent
- pushes an opponent

A direct free kick is also awarded to the opposing team if a player commits any of the following four offences:

- tackles an opponent to gain possession of the ball, making contact with the opponent before touching the ball
- holds an opponent
- spits at an opponent
- handles the ball deliberately (except for the goalkeeper within his own penalty area)

A direct free kick is taken from where the offence occurred.*

Penalty Kick

A penalty kick is awarded if any of these ten offences is committed by a player inside his own penalty area, irrespective of the position of the ball, provided it is in play.

Indirect Free Kick

An indirect free kick is awarded to the opposing team if a goalkeeper, inside his own penalty area, commits any of the following four offences:

- takes more than six seconds while controlling the ball with his hands, before releasing it from his possession
- touches the ball again with his hands after it has been released from his possession and has not touched any other player
- touches the ball with his hands after it has been deliberately kicked to him by a team-mate
- touches the ball with his hands after he has received it directly from a throw-in taken by a team-mate

An indirect free kick is also awarded to the opposing team if a player, in the opinion of the referee:

- plays in a dangerous manner
- impedes the progress of an opponent
- prevents the goalkeeper releasing the ball from his hands
- commits any other offence, not previously mentioned in Law 12, for which play is stopped to caution or dismiss a player

The indirect free kick is taken from where the offence occurred.*

Disciplinary Sanctions

Only a player or substitute or substituted player may be shown the red or yellow card. The referee has the authority to take disciplinary sanctions from the moment he enters the field of play until he leaves the field of play after the final whistle.

Cautionable Offences

A player is cautioned and shown the yellow card if he commits any of the following seven offences:

1. is guilty of unsporting behaviour
2. shows dissent by word or action
3. persistently infringes the Laws of the Game
4. delays the restart of play
5. fails to respect the required distance when play is restarted with a corner kick or free kick or throw in.
6. enters or re-enters the field of play without the permission of the referee
7. deliberately leaves the field of play without the permission of the referee

A substitute or substituted player is cautioned and shown the yellow card if he commits any of the following three offences:

1. is guilty of unsporting behaviour
2. shows dissent by word or action
3. delays the restart of play

Sending Off Offences

A player, substitute or substituted player is sent off and shown the red card if he commits any of the following seven offences:

1. is guilty of serious foul play
2. is guilty of violent conduct
3. spits at an opponent or any other person
4. denies the opposing team a goal or an obvious goal scoring opportunity, by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area)
5. denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick
6. uses offensive or insulting or abusive language and/or gestures
7. receives a second caution in the same match

A player, substitute or substituted player who has been sent off must leave the vicinity of the field of play and the technical area.

Decisions of the International FA Board

Decision 1

A player who commits a cautionable or sending off offence, either on or off the field of play, whether directed towards an opponent, a team-mate, the referee, an assistant referee or any other person, is disciplined according to the nature of the offence committed.

Decision 2

The goalkeeper is considered to be in control of the ball by touching it with any part of his hand or arms. Possession of the ball includes the goalkeeper deliberately parrying the ball, but does not include the circumstances where, in the opinion of the referee, the ball rebounds accidentally from the goalkeeper, for example after he has made a save.

Decision 3

Subject to the terms of Law 12, a player may pass the ball to his own goalkeeper using his head or chest or knee, etc. If however, in the opinion of the referee, a player uses a deliberate trick while the ball is in play in order to circumvent the Law, the player is guilty of unsporting behaviour. He is cautioned, shown the yellow card and an indirect free kick is awarded to the opposing team from the place where the infringement occurred.*

A player using a deliberate trick to circumvent the Law while he is taking a free kick, is cautioned for unsporting behaviour and shown the yellow card. The free kick is retaken.

In such circumstances, it is irrelevant whether the goalkeeper subsequently touches the ball with his hands or not. The offence is committed by the player in attempting to circumvent both the letter and the spirit of Law 12.

Decision 4

A tackle which endangers the safety of an opponent must be sanctioned as serious foul play.

Decision 5

Any simulating action anywhere on the field, which is intended to deceive the referee, must be sanctioned as unsporting behaviour.

Decision 6

A player who removes his jersey when celebrating a goal must be cautioned for unsporting behaviour.

LAW 13 – Free Kicks**Types of Free Kicks**

Free kicks are either direct or indirect.

For both direct and indirect free kicks, the ball must be stationary when the kick is taken and the kicker does not touch the ball a second time until it has touched another player.

The Direct Free Kick

- if a direct free kick is kicked directly into the opponents' goal, a goal is awarded
- if a direct free kick is kicked directly into the team's own goal, after the ball is in play, a corner kick is awarded to the opposing team

The Indirect Free Kick**Signal**

The referee indicates an indirect free kick by raising his arm above his head. He keeps his arm in that position until the kick has been taken and the ball has touched another player or goes out of play.

Ball enters the Goal

A goal can be scored only if the ball subsequently touches another player before it enters into the goal:

- if an indirect free kick is kicked directly into the opponents' goal, a goal kick is awarded
- if an indirect free kick is kicked directly into the team's own goal, after the ball is in play, a corner kick is awarded to the opposing team

Position of Free Kick**Free Kick Inside the Penalty Area**

Direct or indirect free kick to the defending team:

- all opponents are at least 9.15m (10yds) from the ball
- all opponents remain outside the penalty area until the ball is in play
- the ball is in play when it is kicked directly beyond the penalty area
- a free kick awarded in the goal area is taken from any point inside that area

Indirect free kick to the attacking team:

- all opponents are at least 9.15m (10yds) from the ball until it is in play, unless they are on their own goal line between the goalposts
- the ball is in play when it is kicked and moves
- an indirect free kick awarded inside the goal area is taken from that part of the goal area line which runs parallel to the goal line, at the point nearest to where the infringement occurred

Free Kick Outside the Penalty Area

- all opponents are at least 9.15m (10yds) from the ball until it is in play
- the ball is in play when it is kicked and moves
- the free kick is taken from where the infringement occurred

Infringements/Sanctions

If, when a free kick is taken, an opponent is closer to the ball than the required distance:

- the kick is retaken

If, when a free kick is taken by the defending team from inside its own penalty area, the ball is not kicked directly into play:

- the kick is retaken

Free kick taken by a player, other than the goalkeeper

If, after the ball is in play, the kicker touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the kicker deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*
- a penalty kick is awarded if the infringement occurred inside the kicker's penalty area

Free kick taken by the goalkeeper

If, after the ball is in play, the goalkeeper touches the ball a second time (except with his hands), before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the goalkeeper deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team if the infringement occurred outside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*
- an indirect free kick is awarded to the opposing team if the infringement occurred inside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*

LAW 14 – The Penalty Kick

A penalty kick is awarded against a team which commits one of the ten offences for which a direct free kick is awarded, inside its own penalty area and while the ball is in play.

A goal may be scored directly from a penalty kick.

Additional time is allowed for a penalty kick to be taken at the end of each half or at the end of periods of extra time.

Position of the Ball and the Players

- the ball is placed on the penalty mark

The player taking the penalty kick:

- is properly identified

The defending goalkeeper:

- remains on his goal line, facing the kicker, between the goalposts until the ball has been kicked

The players, other than the kicker, are located:

- inside the field of play
- outside the penalty area
- behind the penalty mark
- at least 9.15m (10yds) from the penalty mark

The Referee

- does not signal for a penalty kick to be taken until the players have taken up position in accordance with the Law
- decides when a penalty kick has been completed

Procedure

- the player taking the penalty kicks the ball forward
- he does not play the ball a second time until it has touched another player
- the ball is in play when it is kicked and moves forward

When a penalty kick is taken during the normal course of play, or time has been extended at half time or full time to allow a penalty kick to be taken or retaken, a goal is awarded if, before passing between the goalposts and under the crossbar:

- the ball touches either or both of the goalposts and/or the crossbar, and/or the goalkeeper

Infringements/Sanctions

If the referee gives the signal for a penalty kick to be taken and before the ball is in play, one of the following situations occurs:

The player taking the penalty kick infringes the Laws of the Game:

- the referee allows the kick to proceed
- if the ball enters the goal, the kick is retaken
- if the ball does not enter the goal, the referee stops play and restarts the match with an indirect free kick to the defending team, from the place where the infringement occurred

The goalkeeper infringes the Laws of the Game:

- the referee allows the kick to proceed
- if the ball enters the goal, a goal is awarded
- if the ball does not enter the goal, the kick is retaken

A team-mate of the player taking the kick infringes the Laws of the Game:

- the referee allows the kick to proceed
- if the ball enters the goal, the kick is retaken
- if the ball does not enter the goal, the referee stops play and restarts the match with an indirect free kick to the defending team, from the place where the infringement occurred.

A team-mate of the goalkeeper infringes the Laws of The Game:

- the referee allows the kick to proceed
- if the ball enters the goal, a goal is awarded
- if the ball does not enter the goal, the kick is retaken

A player of both the defending team and the attacking team infringes the Laws of the Game:

- the kick is retaken

If, after the penalty kick has been taken:

The kicker touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

The kicker deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

The ball is touched by an outside agent as it moves forward:

- the kick is retaken

The ball rebounds into the field of play from the goalkeeper, the crossbar or the goalposts, and is then touched by an outside agent:

- the referee stops play
- play is restarted by dropping the ball at the place where it touched the outside agent*

LAW 15 – The Throw-In

A throw-in is a method of restarting play.

A goal cannot be scored directly from a throw-in.

A throw-in is awarded:

- when the whole of the ball passes over the touch line, either on the ground or in the air
- from the point where it crossed the touch line
- to the opponents of the player who last touched the ball

Procedure

At the moment of delivering the ball, the thrower:

- faces the field of play
- has part of each foot either on the touch line or on the ground outside the touch line
- uses both hands
- delivers the ball from behind and over his head

The thrower must not play the ball again until it has touched another player.

All opponents must stand no less than two metres from the point at which the throw-in is taken.

The ball is in play immediately it enters the field of play.

Infringements/Sanctions

Throw-in taken by a player other than the goalkeeper.

If, after the ball is in play, the thrower touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the thrower deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*
- a penalty kick is awarded if the infringement occurred inside the thrower's penalty area

Throw-in taken by the goalkeeper

If, after the ball is in play, the goalkeeper touches the ball a second time (except with his hands), before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the goalkeeper deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team if the infringement occurred outside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*
- an indirect free kick is awarded to the opposing team if the infringement occurred inside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*

If an opponent unfairly distracts or impedes the thrower:

- he is cautioned for unsporting behaviour and shown the yellow card

For any other infringements:

- the throw-in is taken by a player of the opposing team

LAW 16 – The Goal Kick

A goal kick is a method of restarting play.

A goal may be scored directly from a goal kick, but only against the opposing team.

A goal kick is awarded when:

- the whole of the ball, having last touched a player of the attacking team, passes over the goal line, either on the ground or in the air, and a goal is not scored in accordance with Law 10

Procedure

- the ball is kicked from any point within the goal area by a player of the defending team
- opponents remain outside the penalty area until the ball is in play
- the kicker does not play the ball a second time until it has touched another player
- the ball is in play when it is kicked directly beyond the penalty area

Infringements/Sanctions

If the ball is not kicked directly into play beyond the penalty area:

- the kick is retaken

Goal kick taken by a player other than the goalkeeper

If, after the ball is in play, the kicker touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the kicker deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*
- a penalty kick is awarded if the infringement occurred inside the kicker's penalty area

Goal kick taken by the goalkeeper

If, after the ball is in play, the goalkeeper touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the goalkeeper deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team if the infringement occurred outside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*
- an indirect free kick is awarded to the opposing team if the infringement occurred inside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*

For any other infringement:

- the kick is retaken.

LAW 17 – The Corner Kick

A corner kick is a method of restarting play.

A goal may be scored directly from a corner kick, but only against the opposing team.

A corner kick is awarded when:

- the whole of the ball, having last touched a player of the defending team, passes over the goal line, either on the ground or in the air, and a goal is not scored in accordance with Law 10

Procedure

- the ball is placed inside the corner arc at the nearest corner flagpost
- the corner flagpost is not moved
- opponents remain at least 9.15m (10yds) from the corner arc until the ball is in play
- the ball is kicked by a player of the attacking team
- the ball is in play when it is kicked and moves
- the kicker does not play the ball a second time until it has touched another player

Infringements/Sanctions

Corner kick taken by a player other than the goalkeeper

If, after the ball is in play, the kicker touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the kicker deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

- a penalty kick is awarded if the infringement occurred inside the kicker's penalty area

Corner kick taken by the goalkeeper

If, after the ball is in play, the goalkeeper touches the ball a second time (except with his hands), before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred*

If, after the ball is in play, the goalkeeper deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team if the infringement occurred outside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*
- an indirect free kick is awarded to the opposing team if the infringement occurred inside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred*

For any other infringement:

- the kick is retaken

KNOCK-OUT COMPETITIONS-OBTAINING A RESULT

Away goals, extra time and taking kicks from the penalty mark are methods of determining the winning team where competition rules require there to be a winning team after a match has been drawn.

Away Goals

Competition rules may provide that where teams play each other home and away, if the scores are equal after the second match, any goals scored at the ground of the opposing team will count double.

Extra Time

Competition rules may provide for two further equal periods, not exceeding 15 minutes each, to be played. The conditions of Law 8 will apply.

Kicks from the Penalty Mark

Procedure

When a team finishes the match with a greater number of players than their opponents, they shall reduce their numbers to equate with that of their opponents and inform the referee of the name and number of each player excluded. The team captain has this responsibility.

Before the start of kicks from the penalty mark the referee shall ensure that only an equal number of players from each team remain within the centre circle and they shall take the kicks.

The referee chooses the goal at which the kicks shall be taken. The referee tosses a coin, and the team whose captain wins the toss decides whether to take the first or second kick.

The referee keeps a record of the kicks being taken.

Subject to the conditions explained below, both teams take five kicks.

The kicks are taken alternately by the teams.

If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken.

If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks.

A goalkeeper who is injured during the taking of kicks from the penalty mark and is unable to continue as goalkeeper may be replaced by a named substitute, provided his team has not used the maximum number of substitutes permitted under the competition rules.

With the exception of the foregoing case, only players who are on the field of play at the end of the match, which includes extra time where appropriate, are allowed to take kicks from the penalty mark.

Each kick is taken by a different player and all eligible players must take a kick before any player can take a second kick.

An eligible player may change places with the goalkeeper at any time when kicks from the penalty mark are being taken.

All players, except the player taking the kick, and the two goalkeepers, must remain within the centre circle.

The goalkeeper who is the team-mate of the kicker must remain on the field of play, outside the penalty area in which the kicks are being taken, on the goal line where it meets the penalty area boundary line.

The other goalkeeper must remain on his goal line between the goalposts, facing the kicker until the ball is kicked.

Only the players and match officials are permitted to remain on the field of play when kicks from the penalty mark are being taken.

Unless otherwise stated, the relevant Laws of the Game and International FA Board Decisions apply when kicks from the penalty mark are being taken.

Additional instructions for Referees, Assistant Referees and Fourth Officials

Referees must caution players who delay the restart of play by tactics such as:

- taking a free kick from the wrong position with the sole intention of forcing the referee to order a retake.
- appearing to take a throw-in but suddenly leaving it to one of his team-mates to throw-in.
- kicking the ball away or carrying it away with the hands after the referee has stopped play.
- excessively delaying the taking of a throw-in or free kick.
- delaying leaving the field when being substituted
- provoking a confrontation by deliberately touching the ball after the referee has stopped play.

* Unless covered by the Special Circumstances listed in Law 8-The Start and Restart of Play.

SMALL-SIDED FOOTBALL

LAWS OF THE GAME

Revised 2008

Introduction

The following laws of the game are the Football Association's recommended laws for use in Small-Sided Football. This includes 5, 6 and 7 a side games but not Mini-Soccer or Futsal, which have their own specific laws. (These are also available from the FA). These laws were revised in 2007 and 2008 based on the following principles;

- A revision of The FA's Laws so that they better reflect the game that it is being played in many venues
- Applying the general principle of the 'normal laws of Association Football with exceptions' and as consequence simplifying the game for both players and referees.
- Improving the technical quality of play in the small-sided game
- To encourage participation and enjoyment in a safe and controlled environment.

Over 4 million people play Small-Sided Football each year (FA 'Football Trends' Survey 2004/2005). As a consequence Small-Sided Football is now the largest form of the recreational game. The laws that people play the game to tend to differ from venue to venue and reflect both traditions of play and the constraints of the facility in which the game is taking place. The set of laws contained in this booklet are those that The FA will use in its own Small-Sided football competitions and we would recommend their adoption by all organisers of Small-Sided Football. However, given the diversity of small-sided facilities and formats in this country use of these laws in all circumstances is not mandatory and these revised laws also allow The FA and the County Football Associations to sanction other formats of Small-Sided Football. The principles of any approval by The FA shall be based upon,

- The normal laws of Association Football apply with exceptions
- The game should take into full account the health and safety of the players and officials

This booklet contains both a full set of laws, suitable for use by competition organisers and match officials and an abridged version that can be used to advise participants of the laws that will be of greatest interest to them.

Further advice on laws of the game and the affiliation of competitions can be obtained from your local County Football Association.

SECTION ONE

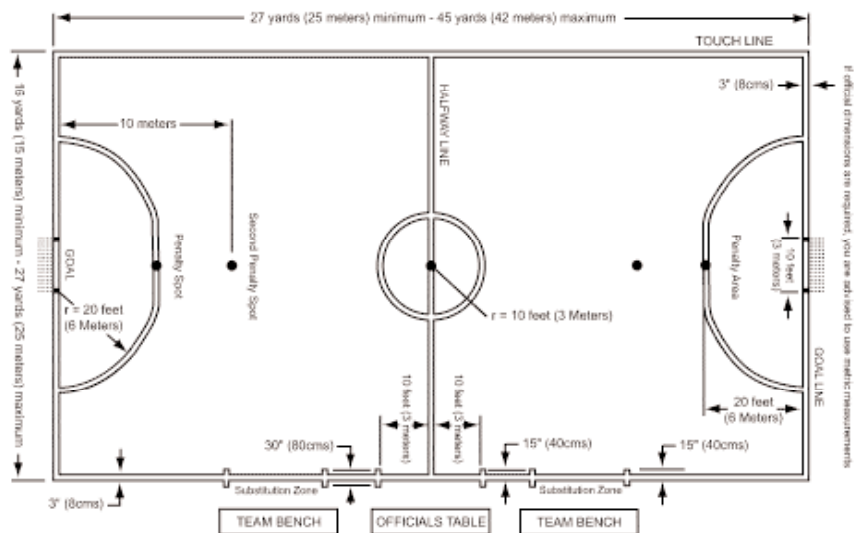
Small-Sided Football - Laws of the Game

LAW 1 - General Principle

The normal laws of Association Football apply with exceptions, notably that there is no offside in small-sided football.

The Pitch

Small-Sided Football may be played with or without barriers.



Dimensions:

The playing area must be rectangular. The length of the touchline must be greater than the length of the goal line.

Length: minimum 25 m	maximum 50 m
Width: minimum 16.5 m	maximum 35 m

For 7 a side football the following dimensions are recommended

Length: minimum 50m	maximum 60m
Width: minimum 30m	maximum 40m

Area Markings

The playing area is marked with lines. These lines belong to the areas of which they are boundaries. The two longer boundary lines are called touchlines. The two shorter lines are called goal lines. All lines are 8cm wide.

The playing area is divided into two halves by the half-way line.

The **centre mark** is indicated at the midpoint of the half-way line. A circle with a radius of 3m is marked around it.

If barricades are used to surround the playing area, where possible an opening should be provided at the point of the half-way line and the touchline.

A **penalty area** is defined at each end of the pitch as follows:

A semi circle of 6m radius shall be drawn from the centre of each goal line. The extremities of these semi-circles should reach the goal line, barrier or wall regardless of whether or not the goal posts encroach onto the playing area.

Penalty Mark

A penalty mark is drawn 6m from the midpoint between the goal posts and equidistant from them.

The Corner Arc

Where barriers do not surround the playing area a quarter circle with a radius of 25cm from each corner is drawn inside the playing area.

Goals

Goals must be placed on the centre of each goal line.

They consist of two upright posts equidistant from each corner and joined at the top by a horizontal crossbar.

The distance (inside measurement) between the posts is maximum 5m, minimum 3m and the distance from the lower edge of the crossbar to the ground is maximum 2m minimum 1.20m.

Both goal posts and the crossbar have the same width and depth of 8cm. Nets, made of hemp, jute or nylon, are attached to the posts and crossbars behind the goals. The lower part is supported by curved bars or some other adequate support.

Safety

The goals may be portable but they must be anchored securely to the ground during play as per Health and Safety requirements. See Appendix C.

Playing Surface

Where natural turf is not used the surface must be smooth and flat and non-abrasive. The use of wood or artificial material is recommended.

Law 2 - The Ball**Qualities and Measurements**

The ball is:

- spherical
- made of leather or other suitable material
- size appropriate to the age group playing

Replacement of a Defective Ball

If the ball bursts or becomes defective during the course of a game:

- the game is stopped
- the game is restarted by dropping the replacement ball at the place where the first ball became defective

If the ball bursts or becomes defective while not in play:

- the game is restarted according to the Laws

The ball may not be changed during the match without the permission of the referee.

Law 3 - The Number of Players

A game is played by two teams, each consisting of not more than eight players, one of whom is the goalkeeper.

Substitution Procedure

Substitutes may be used in any game played under the rules of an official competition at FIFA, confederation or national association level.

The maximum number of substitutes permitted is three.

The number of substitutions made during a game is unlimited. A player who has been replaced may return to the playing area as a substitute for another player. Substitutions should take place when there is a break in play or during play if the second official is involved in refereeing the game.

A substitution is one that is made when the ball is in or out of play for which the following conditions must be observed:

- The player entering the playing area may not do so until the player leaving the playing area has passed completely over the boundary line
- Where barricades are used the players must use the opening onto the playing area
- A substitution is complete when the substitute enters the playing area from which moment he becomes a player and the player he is replacing ceases to be a player
- A substitute is subject to the authority and jurisdiction of the referee whether called upon to play or not

Changing Places with the Goalkeeper

Any of the other players, or substitutes, may change places with the goalkeeper. The following conditions must be observed:

- referee must be informed before the change is made
- change may only be made during a stoppage in play
- The replacement goalkeeper must wear a jersey which distinguishes him from all other players

Infringements/Sanctions

If, while a substitution is being made, a substitute enters the playing area before the player being replaced has completely left:

- play is stopped
- the player being replaced is instructed to leave the playing area
- the substitute is 'sin binned' for the agreed period
- Play is restarted by an indirect free kick to be taken by the opposing team from the place where the ball was situated when the game was stopped. However, if the ball was inside the penalty area, the indirect free kick is taken on the penalty area line, at the place nearest to the position of the ball when play was stopped

Where barricades are used if, while a substitution is being made, a substitute enters the playing area or a player being replaced leaves it from a place other than the recognised opening in the barricades:

- play is stopped
- the substitute is 'sin binned' for the agreed period
- play is restarted by an indirect free kick to be taken by the opposing team from the place where the ball was situated when the game was stopped. However, if the ball was inside the penalty area, the indirect free kick is taken on the penalty area line, at the place nearest to the position of the ball when play was stopped

Validity of a Match – Playing Numbers

A match should not be considered valid if the playing strength of either team is permanently reduced by more than two players for 5 a side, 6 and 7 a side. However, this should only apply when players are permanently excluded or lost through injury rather than within the 'Sin Bin' for a two-minute suspension.

Law 4 - The Players' Equipment**Safety**

A player must not use equipment or wear anything that is dangerous to himself or another player, including any kind of jewellery. Jewellery should be removed.

Basic Equipment

The basic compulsory equipment of a player is:

- A jersey or shirt
- Shorts or track suit trousers
- If thermal undershorts are worn under shorts, they should be of the same main colour as the shorts
- Socks
- Shinguards
- Footwear which is appropriate for the playing surface being used

Shinguards

- are covered entirely by the socks
- are made of a suitable material (rubber, plastic or similar substances)
- provide a reasonable degree of protection

Goalkeepers

- the goalkeeper is permitted to wear long trousers
- each goalkeeper wears colours which easily distinguish him from the other players and the referees

Infringements/Sanctions

For any Infringements of this Law:

- the player at fault is instructed by the referee to leave the playing area to correct his equipment or to obtain any missing item of equipment. The player may not return to the playing area without first reporting to the referee, who then checks that the player's equipment is now correct. The player is only allowed to re-enter the game when the ball is out of play.
- Players can return to play whilst the ball is in play if a second official has checked the equipment. If no second official is present the player must wait for a break in play in order for the referee to check the faulty equipment.

Law 5 - The Referee**The Authority of the Referee**

Each game is controlled by a referee who has full authority to enforce the Laws of the Game in connection with the game to which he has been appointed, from the moment he enters the locality where the playing area is situated until he leaves.

Powers and Duties

The Referee:

- enforces the Laws of the Game
- allows play to continue when the team against which an offence has been committed will benefit from such an advantage and penalises the original offence if the anticipated advantage does not ensue at that time
- keeps a record of the game and provides the appropriate authorities with a match report which includes information on any disciplinary action taken against players, and/or team officials and any other incidents which occur before, during or after the game
- acts as timekeeper
- stops, suspends or terminates the game for any infringement of the Laws or due to any kind of outside interference
- takes disciplinary action against players guilty of cautionable and sending-off offences
- takes action against team officials who fail to conduct themselves in a responsible manner and may, at his discretion, expel them from the playing area and its immediate surrounds
- ensures that no unauthorised persons enter the playing area
- stops the game if, in his opinion upon injury assessment, a player is seriously injured and ensures that he is removed from the playing area
- ensures any player bleeding from a wound leaves the playing area
- allows play to continue until the ball is out of play if a player is, in his opinion, only slightly injured
- ensures that any ball used meets the requirements of Law 2
- makes use of timed suspensions to exclude temporarily players guilty of infringements of the Laws
- In the absence of a second official, the referee should make excluded players aware of the end of their period of suspension

Decisions of the Referee

The decisions of the referee regarding facts connected with play are final.

Law 6 - The Match Official

Duties

The duties of the Match Official are to assist the referee in the control of the game in the following areas: -

- Control of the substitution procedure, ensuring that the player to be replaced has left the playing area before the substitute is allowed to enter the playing area
- Check the equipment of all the substitutes entering the playing area
- Ensure that a player sent from the playing area by the referee, to replace any missing or defective equipment, is checked before being allowed back on to the playing area
- If a player has been removed from the playing area by the referee to have a 'blood injury' treated, the match official must ensure that the bleeding has stopped before the player is allowed to re-enter the playing area
- Keep a full record of the game details
- Act as the timekeeper for any player who has been given a temporary suspension from the game
- Report to the referee any misconduct by any of the team players or officials in the technical / bench / substitute area
- Carry out any other duties as requested by the referee

Law 7 - The Duration of the Game

The duration of the game shall be divided into two equal periods of over five and up to 25 minutes each period subject to the following:

- (a) Allowance shall be made in either period for time lost through stoppages as decided by the referee.
- (b) The duration of either half shall be extended to enable a penalty kick to be taken.
- (c) At half time the interval shall not exceed five minutes except by consent of the Referee.
- (d) Competition rules may allow for a game to be played in its entirety without a half time interval or requirement to change ends. For games ending in a draw, competition rules may state provisions involving extra time or other procedures approved by the International FA Board to determine the winner of the game.

Law 8 - Start of Play**Preliminaries**

The choice of ends is decided by the toss of a coin. The team winning the toss decides which goal it wishes to attack in the first half of the game.

The other team takes the kick-off to start the game.

Kick-off

A kick-off is a way of starting or restarting play:

- at the start of the game
- after a goal has been scored
- at the start of the second half of the game
- at the start of each period of extra time, where applicable

A goal may be scored directly from the kick-off.

Procedure

- all players are in their own half of the playing area
- the opponents of the team taking the kick-off are at least 3m from the ball until it is in play
- the ball is stationary on the centre mark
- the referee gives a signal
- the ball is in play when it is kicked and moves forward
- the kicker may not touch the ball a second time until it has touched another player

After a team scores a goal, the other team takes the kick-off.

Infringements/Sanctions

If the kicker touches the ball a second time before it has been touched by another player:

- an indirect free kick is awarded to the opposing team to be taken from the place where the infringement occurred. For any other infringement of the kick-off procedure the kick-off is retaken.

Drop Ball

A drop ball is a way of restarting the game after a temporary stoppage.

Procedure

The referee drops the ball at the place where it was located when play was stopped, unless it was in the goalkeeper's possession, when the goalkeeper shall, at the referee's signal, return the ball into play by throwing the ball from any point within the Penalty Area.

Play restarts when the ball touches the ground.

Where barricades are in use and a drop ball is required the referee shall drop the ball 2m from the barricade at the appropriate point.

Infringements/Sanctions

The ball is dropped again:

- if it is touched by a player before it makes contact with the ground
- if the ball leaves the playing area after it makes contact with the ground, without a player touching it

Law 9 - The Ball In and Out of Play

Ball Out of Play

The ball is out of play when:

- it has wholly crossed the goal line or touch line, whether on the ground or in the air
- play has been stopped by the referee
- when playing indoors, it hits the ceiling

Ball In Play

The ball is in play at all other times, including when:

- it rebounds from a goal post, the crossbar, or the barricades onto the playing area
- it rebounds from the referee when on the playing area

Decisions

When a game is being played on an indoor playing area and the ball accidentally hits the ceiling, the game is restarted by an indirect free kick awarded to the opposing team to the one which last touched the ball.

The indirect free kick should be taken from the point at which the ball began to rise. Should this occur in the penalty area, the free kick should be taken from the penalty area line nearest to where the offence was committed. The exception to this rule is when the ball hits the ceiling following a deliberate 'save' (as opposed to a clearance) by the goalkeeper. In this case teams should play on.

Height of ball restrictions – If a height restriction is to be introduced, the competition rules should identify the height above which an indirect free kick shall be awarded to the opposing team. If a height infringement occurs within the penalty area and is committed by the defending team, an indirect free kick should be awarded on the penalty area line nearest to where the offence took place. The exception to this rule shall be when the ball rises above the designated height restriction resulting from a save or block performed by a goalkeeper. Play should continue in this circumstance. Should another player then play the ball whilst it is at a height above the designated height restriction, this will result in an indirect free kick to the opposing team

Law 10 - The Method of Scoring

Goal Scored

Except otherwise provided by these Laws, a goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar, unless it has been thrown, carried or intentionally propelled by the hand or arm by a player of the attacking side, the goalkeeper included.

Winning Team

The team scoring the greater number of goals during a game is the winner. If both teams score an equal number of goals or if no goals are scored, the game is drawn.

Competition Rules

For games ending in a draw, competition rules may state provisions involving extra time or other procedures to determine the winner of a game.

LAW 11 - Free Kicks

Types of Free Kicks

Free kicks are either direct or indirect.

For both direct and indirect free kicks, the ball must be stationary when the kick is taken and the kicker may not touch the ball a second time until it has touched another player.

The Direct Free Kick

- if a direct free kick is kicked directly into the opponent's goal, a goal is awarded

The Indirect Free Kick

- a goal can be scored only if the ball subsequently touches another player before it enters the goal

Position of Free Kick

- all opponents must be at least 3m from the ball until it is in play
- the ball is in play after it has been touched or played

Infringements/Sanctions

If, when a free kick is taken, an opponent is closer to the ball than the required distance:

- the kick is retaken

If, after the ball is in play, the kicker touches the ball a second time before it has touched another player:

- an indirect free kick is awarded to the opposing team, taken from the place where the infringement occurred

Signals

- Direct Free Kick: the referee keeps one arm horizontal pointing in the direction the kick has to be taken
- Indirect Free Kick: the referee indicates an indirect free kick by raising his arm above his head. He maintains his arm in that position until the kick has been taken and the ball has touched another player or goes out of play

LAW 12 - Fouls and Misconduct

Fouls and misconduct are penalised as follows:

Direct Free Kick

A direct free kick is awarded to the opposing team if a player commits any of the following six offences in a manner considered by the referee to be careless, reckless or using excessive force:

- kicks or attempts to kick an opponent
- trips or attempts to trip an opponent
- jumps at an opponent
- charges an opponent, even with the shoulder
- strikes or attempts to strike an opponent
- pushes an opponent

A direct free kick is also awarded to the opposing team if a player commits any of the following offences:

- holds an opponent
- spits at an opponent
- slides in an attempt to play the ball when it is being played or attempted to be played by an opponent (sliding tackle)
- handles the ball deliberately, except for the goalkeeper in his own penalty area

A direct free kick is taken from the place where the infringement occurred.

Penalty Kick

A penalty kick is awarded if a player commits any of the aforementioned offences inside his own penalty area, irrespective of the position of the ball but provided that it is in play.

Indirect Free Kick

An indirect free kick is awarded to the opposing team if a goalkeeper commits one of the following offences:

- touches or controls the ball with his hands after it has been deliberately kicked to him by a team-mate
- touches or controls the ball with his hands after he has received it directly from a kick-in taken by a team-mate
- touches or controls the ball with his hands or feet, in the penalty area, for more than four seconds
- height of ball restrictions (optional modification) – if a height restriction is introduced, the competition rules should identify the height above which an indirect free kick shall be awarded to the opposing team
- if a height infringement occurs within the penalty area and is committed by the defending team, an indirect free kick should be awarded on the penalty area line nearest to where the offence took place
- the exception to this rule shall be when the ball rises above the designated height restriction resulting from a save or block performed by a goalkeeper. Play should continue in this circumstance unless the ball hits the roof when play should be restarted with a drop ball. However, should another player play the ball whilst it is at a height above the designated height restriction, this will result in an indirect free kick to the opposing team

An indirect free kick is also awarded to the opposing team, to be taken from the place where the infringement occurred, if, in the opinion of the referee, a player:

- plays in a dangerous manner
- deliberately impedes the progress of an opponent when the ball is not being played
- prevents the goalkeeper from releasing the ball from his hands
- commits any other offence, not previously mentioned in Law 12, for which play is stopped to caution or dismiss a player

The indirect free kick is taken from the place where the infringement occurred, unless this was in the penalty area, in which case the indirect free kick is taken from the penalty area line at the point nearest to where the infringement occurred.

Disciplinary Sanctions

The use of temporary time suspensions ('sin bins') and the exclusion of a player arising from the issuing of a red card are the recommended disciplinary sanctions for use in small-sided football. Match officials should employ the use of temporary timed suspensions in all cases traditionally regarded as cautionable offences. Referees shall also have the discretion to use a second 'blue card' and a further period of suspension for a second minor offence rather than a second blue card

automatically resulting in a red card and permanent expulsion.

The options for a match official imposing disciplinary sanctions are therefore:

- player shown a blue card and temporarily suspended from play
- player issued with a discretionary second blue card and temporarily excluded from play
- player issued with a red card and permanently excluded from play

A blue card offence should always be accompanied by a temporary suspension from play.

The period of timed suspension in small-sided football shall be two minutes. The release of players from a temporary suspension should be at the direction of the referee or a match official if one is available.

Temporary Timed Suspensions – Procedures

A player temporarily suspended from play will be shown a blue card by the match official and informed that he/she shall be suspended from play for two minutes.

The player is obliged to leave the playing area and remain in a designated 'sin bin' area for the required suspension area. Separate 'sin bin' areas should be identified for each team. If no designated 'sin bin' areas are provided then suspended players should remain in the area where they can be seen by the referee and adjacent to team officials and substitutes.

A player will be informed as to the end of a period of suspension by the referee or match official and invited to rejoin the game. Where barricades are used the players must use the opening onto the playing area.

Temporary Timed Suspensions

A player is shown the blue card and temporarily excluded from play if he commits any of the following offences:

- C1. is guilty of unsporting behaviour
- C2. shows dissent by word or action
- C3. persistently infringes the Laws of the Game
- C4. delays the restart of play
- C5. fails to respect the required distance when play is restarted with a corner kick, kick-in, free kick or goal clearance.
- C6. enters or re-enters the playing area without the referee's permission or infringes the substitution procedure
- C7. deliberately leaves the playing area without the referee's permission

For any of these offences, an indirect free kick is awarded to the opposing team, to be taken from the place where the infringement occurred. If the offence was committed within the penalty area, the indirect free kick is taken from the penalty area line at the place nearest to where the infringement occurred.

Exception to the use of 'Blue Cards' and Temporary Timed Suspensions

The only exception to the use of 'Blue Cards' and Temporary Timed Suspensions is in facilities where if a player is excluded for two minutes they are unable to take up a position which is still in the eye line of the Referee but outside the boundaries of the playing area. This might be the case in an enclosed sports hall or in a complex of caged pitches. In such circumstances safety considerations requires the Referee to employ the use of yellow cards, with all players remaining on the playing area unless excluded permanently. In this situation normal disciplinary sanctions will apply after the game as per the competition rules. If two yellow cards are given to an individual, the player will be shown a red card and dismissed.

Sending-Off Offences

A player is sent off and shown the red card if he commits any of the following offences:

- S1. is guilty of serious foul play
- S2. is guilty of violent conduct
- S3. spits at an opponent or any other person
- S4. denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area)
- S5. denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick
- S6. uses offensive, insulting or abusive language
- S7. receives a second blue/yellow card in the same match

If play is stopped for a player to be sent from the playing area, without having committed any additional infringement of the Laws, the game is restarted by an indirect free kick, awarded to the opposing team, to be taken at the place where the infringement occurred. However, if the offence is committed in the penalty area, the indirect free kick is taken from the penalty area line at the place nearest to where the infringement occurred.

Decisions

A player who has been sent off may not take any further part in the game nor may he sit on the substitutes' bench, where provided.

Law 13 - The Penalty Kick

A penalty kick is awarded against a team which commits any of the offences for which a direct free kick is awarded, inside its own penalty area and while the ball is in play.

A goal may be scored directly from a penalty kick.

Additional time is allowed for a penalty kick to be taken at the end of each half or at the end of each period of extra time.

Position of the Ball and the Players

The ball:

- is placed on the penalty mark

The player taking the penalty kick:

- is properly identified

The defending goalkeeper:

- remains on his goal line, facing the kicker, between the goalposts, until the ball has been kicked

The players other than the kicker are located:

- inside the pitch
- outside the penalty area
- behind or to the side of the penalty mark
- at least 5m from the ball

Procedure

- the player taking the penalty kicks the ball forward
- he may not play the ball a second time until it has touched another player
- the ball is in play when it is kicked and moves forward

When a penalty kick is taken during the normal course of play, or time has been extended at half-time or full time to allow a penalty kick to be taken or retaken, a goal is awarded if, before passing the goalposts and under the crossbar:

- the ball touches either or both of the goalposts, and/or the crossbar and/or the goalkeeper

Infringements/Sanctions

If any of the following situations occur:

A player of the defending team infringes this Law:

- the kick is retaken, only if a goal is not scored
- the kick is not retaken if a goal is scored

A team-mate of the player taking the kick infringes this Law of the Game:

- the kick is retaken if a goal is scored
- the kick is not retaken if a goal is not scored

The player taking the kick infringes this Law of the Game after the ball is in play:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred, unless this was in the penalty area, in which case the indirect free kick is taken from the penalty area line at the place nearest to where the infringement occurred.

Law 14 - The Kick-In

A kick-in is a method of restarting play.

A goal cannot be scored directly from a kick-in.

A kick-in is awarded:

- when the whole of the ball passes over a touch line, either on the ground or in the air, or hits the ceiling
- from the place where it crossed the touch line or 2m into the playing area adjacent to where the ball left the playing area when barricades are in use
- to the opponents of the player who last touched the ball

Position of the Ball and the Players

The ball:

- has to be stationary on the touch line; or 2m into the playing area from the barrier where barricades are in use
- is kicked into play in any direction

The player taking the kick-in:

- has part of each foot either on the touch line or on the ground outside the touch line at the moment of kicking the ball; or
- must stand between the ball and the barricade where in use

The players of the defending team:

- are at least 3m from the place where the kick-in is taken

Procedure

- the player taking the kick-in may not play the ball a second time until it has touched another player
- the ball is in play immediately after it is kicked or touched

Infringements/Sanctions

The kick-in is retaken by a player of the opposing team if:

- the kick-in is taken incorrectly
- the kick-in is taken from a position other than the place where the ball passed over the touch line or where indicated by the referee where barricades are in use
- an indirect free kick is awarded to the opposition if the player taking the kick-in plays the ball a second time before it has been played by another player

Law 15 - The Goal Clearance

A goal clearance is a method of restarting play.

A goal may not be scored directly from a goal clearance.

The goal clearance is awarded when:

- the whole of the ball, having last touched a player of the attacking team, passes over the goal line, either on the ground or in the air, and a goal is not scored in accordance with Law 10

Procedure

- opponents remain outside the penalty area
- the goalkeeper does not play the ball a second time until it has touched another player
- the ball is in play when the ball is thrown or kicked from any point within the penalty area by the goalkeeper of the defending team

Infringements/Sanctions

If the ball is not thrown or kicked directly beyond the penalty area:

- the goal clearance is retaken

If, after the ball is in play, the goalkeeper touches the ball, before it has touched another player:

- an indirect free kick is awarded to the opposing team from the penalty area line from the place nearest to where the infringement occurred

If, after the ball is in play, the goalkeeper picks the ball up after it has been deliberately kicked to him by a team-mate:

- an indirect free kick is awarded to the opposing team, to be from the penalty area line from the place nearest to where the infringement occurred

Law 16 - The Corner Kick

A corner kick is a method of restarting play.

A goal may be scored directly from a corner kick, but only against the opposing team.

A corner kick is awarded when:

- the whole of the ball, having last touched a player of the defending team, passes over the goal line, either on the ground or in the air, and a goal is not scored in accordance with Law 10

Procedure

- the ball is placed inside the corner arc at the nearest corner
- opponents remain at least 3m from the ball until it is in play
- the ball is kicked by a player of the attacking team
- the ball is in play when it is kicked or touched
- the kicker does not play the ball a second time until it has been played by or touched another player

Infringements/Sanctions

An indirect free kick is taken by the opposing team if:

- the player taking the corner kick plays the ball a second time before it has been played by or touched another player. The indirect free kick is taken from the place where the infringement occurred

For any other infringement:

- the corner kick is retaken

Where the playing area is surrounded by barricades the corner kick is replaced by a kick-in at a point 2m inside the playing area at the corner nearest the point where the ball left the playing area.

Kicks From The Penalty Mark Procedure

Taking kicks from the penalty mark is a method of determining the winning team where competition rules require there to be a winning team after a match has been drawn

Procedure

- the referee chooses the goal at which the kicks will be taken
- the referee tosses a coin and the team whose captain wins the toss decides whether to take the first or second kick.
- the referee keeps a record of the kicks being taken
- in principle each team takes five kicks, depending on the circumstances described hereafter
- the kicks are taken alternately
- the names of the players taking the kicks are announced to the referee by the captains of each team before the kicks from the penalty mark are taken and must be among those included on the list of players submitted before the match. Only those players on the pitch at the completion of the game are eligible to take part in Kicks from the Penalty Mark
- where a player(s) has been sent off by the referee the opposing team must reduce the number of players to equalise the participants in each team prior to the Kicks from the Penalty Mark commencing
- if, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken
- if, after both teams have taken five kicks, both have scored the same number of goals, kicks continue to be taken in the same order until one team has scored one goal more than the other from the same number of kicks
- any player who has been sent off may not take part in the kicks from the penalty mark
- any eligible player may change places with his goalkeeper
- only the eligible players and match officials are permitted to remain on the pitch when kicks from the penalty mark are taken
- all players, except the player taking the kick and the two goalkeepers, must remain in the opposite half to that where the kicks are being taken
- if a goalkeeper is injured during the Kicks from the Penalty Mark Procedure, he may be replaced by a substitute

Procedures to Determine the Winner of a Match

To determine the winner of a match, tied after fulltime the following procedures or a combination of these procedures may be used:

- Extra time
- Kicks from the penalty mark

Use of these procedures should be detailed in the competition rules.

Appendix A: Notes on the Laws for Small-Sided Football - Modifications

Provided the principles of these laws are maintained, the laws may be modified in their application for matches, including for players with disabilities as outlined below.

Any or all of the following modifications are permissible:

- size of the playing area
- size, weight and material of the ball
- width between the goalposts and height of the crossbar from the ground
- the duration of the periods of play

- substitutions
- height of ball restrictions – if a height restriction is to be introduced the competition rules should identify the height above which an indirect free kick shall be awarded to the opposing team. If a height infringement occurs within the penalty area and is committed by the defending team, an indirect free kick should be awarded on the penalty area line nearest to where the offence took place. The exception to this rule shall be when the ball rises above the designated height restriction resulting from a save or block performed by a goalkeeper. Play should continue in this circumstance. Should another player then play the ball whilst it is at a height above the designated height restriction this will result in an indirect free kick to the opposing team

Other formats of Small-Sided Football

The Football Association has the ability to sanction other formats of Small-Sided Football. The principles of any approval by The FA shall be based upon:

- The normal laws of Association Football apply with exceptions
- The game should take into full account the health and safety of the players and officials

Appendix B: Advice to Referees – Affiliated Competitions

To ensure they are covered by their County FA Public Liability Insurance referees should ensure that all games they officiate in are sanctioned by the appropriate authority (The FA or County FA). If in doubt, contact your County FA for clarification.

Disciplinary Process

Referees should ensure that all offences for which they have dismissed players with a single red card are reported to their County FA within 48 hours of the game being played. Likewise any disciplinary issues with team officials should be reported within the same timescales.

Appendix C: Goalpost Safety Guidelines

Up-to-date advice to be included.

Appendix D: The FA Small-Sided Award

Up-to-date advice to be included.

SECTION TWO

Small-Sided Football Laws of the Game
Players' Guide

1. The players' equipment
2. The Referee
3. Duration of play
4. Playing the match
5. Making Substitutions and Changes
6. Fouls and free kicks
7. Discipline Process
8. Returning the ball back into play
9. Modifications to the Laws

The normal laws of Association Football apply with exceptions:

1. The Players' Equipment

A player must not use equipment or wear anything that is dangerous to himself or another player. All jewellery should be removed. Plain wedding bands must be taped if they cannot be removed. Shinguards must be covered entirely by the socks, made of a suitable material (rubber, plastic or similar substances) and provide a reasonable degree of protection.

Goalkeepers are permitted to wear long trousers and must wear colours, which easily distinguish him from the other players and the referees.

2. The Authority of the Referee

Each match is controlled by a referee who has full authority to enforce the Laws of the Game in connection with the game to which he has been appointed, from the moment he enters the locality where the playing area is situated until he leaves.

3. The Duration of the Game

The game shall be divided into two equal periods of over five and up to 25 minutes each period subject to the following:

- (a) Allowance shall be made in either period for time lost through stoppages as decided by the referee.
- (b) The duration of either period shall be extended to enable a penalty kick to be taken. The half-time interval shall not exceed five minutes except by consent of the Referee.
- (c) Competition rules may allow for a game to be played in its entirety without a half time interval or requirement to change ends.

- 4. Kick-off** is a way of starting or restarting play: at the start of the game, after a goal has been scored, at the start of the second half of the game, and at the start of each period of extra time, where applicable. A goal may be scored directly from the kick-off. All players must be in their own half of the field; the opponents of the team taking the kick-off are at least 3m from the ball until it is in play. The ball must be stationary on the centre mark until the referee gives a signal. The ball is in play when it is kicked and moves forward. The kicker may not touch the ball a second time until it has touched another player

Drop Ball is a way of restarting the game after a temporary stoppage. Play restarts when the ball touches the ground.

Ball Out of Play

The ball is out of play when: it has wholly crossed the goal line or touchline, whether on the ground or in the air, when the referee has stopped play, or when playing indoors, the ball hits the ceiling.

Ball In Play

The ball is in play at all other times including when: it rebounds from a goal post, the crossbar, or the barricades onto the playing area, or if it rebounds from the referee when on the playing area. When a match is being played on an indoor playing area and the ball accidentally hits the ceiling, the game is restarted by an indirect free kick awarded to the opposing team to the team, which last touched the ball.

Height of ball restrictions

If a height restriction is to be introduced the competition rules should identify the height above which an indirect free kick shall be awarded to the opposing team. If a height infringement occurs within the penalty area and is committed by the defending team, an indirect free kick should be awarded on the penalty area line nearest to where the offence took place. The exception to this rule shall be when the ball rises above the designated height restriction resulting from a save or block performed by a goalkeeper. Play should

continue in this circumstance. Should another player then play the ball whilst it is at a height above the designated height restriction this will result in an indirect free kick to the opposing team.

Offside

There is no offside.

Areas of Play

All players, both attackers and defenders, are permitted to play within the penalty area. Goals can be scored within the penalty area.

5. Substitution Procedure

The maximum number of substitutes permitted is three.

The number of substitutions made during a game is unlimited. A player who has been replaced may return to the playing area as a substitute for another player. Substitutions should take place when there is a break in play or during play if the second official is involved in refereeing the game.

Changing Places with the Goalkeeper

Any of the other players, or substitutes, may change places with the goalkeeper. The following conditions must be observed: the referee must be informed before the change is made; a change may only be made during a stoppage in play, the replacement goalkeeper must wear a jersey, which distinguishes him from all other players and the referee.

Viability of a game – Playing Numbers

For 5, 6 or 7 a side if a team loses at any time more than two members of their team the game should be abandoned. However, this should only apply when players are permanently excluded or lost through injury rather than within the 'Sin Bin' for a two-minute suspension.

6. Fouls and Misconduct

Fouls and misconduct are penalised as follows:

A Direct Free Kick

A direct free kick is taken from the place where the infringement occurred and can be kicked directly into the opponent's goal to score a goal. The referee keeps one arm horizontal pointing in the direction the kick has to be taken. A direct free kick is awarded to the opposing team if a player commits any of the following offences in a manner considered by the referee to be careless, reckless or using excessive force:

- attempts to kick or trip an opponent
- jumps at, pushes, holds or charges an opponent (even with the shoulder)
- strikes or attempts to strike an opponent
- spits at an opponent,
- slides in an attempt to play the ball when it is being played or attempted to be played by an opponent (sliding tackle), except when the match is being played on a natural or artificial grass playing surface,
- handles the ball deliberately, except for the goalkeeper in his penalty area

A Penalty Kick is awarded against a team, which commits any of the offences for which a direct free kick is awarded, inside its own penalty area and while the ball is in play. Additional time is allowed for a penalty kick to be taken at the end of each half or at the end of each period of extra time.

Position of the Ball and the Players for a Penalty Kick

The ball is placed on the penalty mark; the player taking the penalty kick is properly identified. The defending goalkeeper must remain on his goal line, facing the kicker, between the goalposts, until the ball has been kicked. The players other than the kicker are located: inside the pitch, outside the penalty area, behind or to the side of the penalty mark, at least 5m from the ball. The player taking the penalty must kick the ball forward; they may not play the ball a second time until it has touched another player. The ball is in play when it is kicked and moves forward.

Indirect Free Kicks

An indirect free kick is taken from the place where the infringement occurred, unless this was in the penalty area, in which case the indirect free kick is taken from the penalty area line at the point nearest to where the infringement occurred. An indirect free kick is awarded for the following offences:

- a Goalkeeper touches or controls the ball with his hands after it has been deliberately kicked or thrown to him by a team-mate
- a Goalkeeper touches or controls the ball with his hands or feet, in the penalty area, for more than four seconds
- the ball exceeds the height of ball restrictions (optional modification)
- if, in the opinion of the referee, a player: plays in a dangerous manner, deliberately impedes the progress of an opponent when the ball is not being played, prevents the goalkeeper from releasing the ball from his hands, commits any other offence, not previously mentioned for which play is stopped to administer a temporary timed suspension or dismiss a player

From an Indirect Free Kick a goal can be scored only if the ball subsequently touches another player before it enters the goal. For an Indirect Free Kick: the referee indicates an indirect free kick by raising his arm above his head. He maintains his arm in that position until the kick has been taken and the ball has touched another player or goes out of play.

Position of Free Kick

All opponents must be at least 1m from the ball until it is in play. The ball is in play after it has been touched or played.

7. Disciplinary Sanctions

The use of temporary time suspensions ('sin bins) and the exclusion of a player arising from the issuing of a red card are the recommended disciplinary sanctions for use in small-sided football. Match officials should employ the use of temporary timed suspensions in all cases traditionally regarded as cautionable offences. Yellow cards are no longer to be used in small-sided football, unless the use of temporary timed suspensions is impractical due to the nature of the venue, i.e. referees cannot supervise players who have been dismissed. In these cases yellow cards may continue to be used.

The options for a match official imposing disciplinary sanctions are therefore:

- player shown a blue card is temporarily suspended from play
- player issued with a discretionary blue card and temporarily suspended from play
- player issued with a red card and permanently excluded from play

A blue card offence should always be accompanied by a temporary suspension from play of two minutes in duration. The release of players from a temporary suspension should be at the direction of the Referee or a Match Official if one is available.

Temporary Timed Suspensions

A player is shown the blue card and temporarily excluded from play if he commits any of the following offences: is guilty of unsporting behaviour, shows dissent by word or action,

persistently infringes the Laws of the Game, delays the restart of play, fails to respect the required distance when play is restarted with a corner kick, kick-in, free kick or goal clearance. Enters or re-enters the pitch without the referee's permission or infringes the substitution procedure, deliberately leaves the pitch without the referee's permission.

For any of these offences, an indirect free kick is awarded to the opposing team, to be taken from the place where the infringement occurred. If the offence was committed within the penalty area the indirect free kick is taken from the penalty area line at the place nearest to where the infringement occurred.

Sending-Off Offences

A player is sent off and shown the red card if he commits any of the following offences: is guilty of serious foul play, is guilty of violent conduct, spits at an opponent or any other person, denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area). Denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick. Uses offensive, insulting or abusive language. Or if a player receives a second blue card in the same match.

Decisions

A player who has been sent off may not take any further part in the match nor may he sit on the substitutes' bench, where provided.

8. **The Kick-In** is a method of restarting play. A goal cannot be scored directly from a kick-in. A kick-in is awarded if, the whole of the ball passes over a touch line, either on the ground or in the air, or hits the ceiling. A Kick-in is taken from the place where it crossed the touchline or 2m into the playing area adjacent to where the ball left the playing area when barricades are in use. The kick is awarded to the opponents of the player who last touched the ball.

The player taking the kick-in may not play the ball a second time until it has touched another player. The ball is in play immediately after it is kicked or touched. The players of the defending team must be at least 1m from the place where the kick-in is taken. The feet of the player taking the kick-in must not cross the line.

The Corner Kick

A goal may be scored directly from a corner kick.

9. **Modifications to the Laws**

Any or all of the following modifications are permissible:

- size of the field of play
- size, weight and material of the ball
- width between the goalposts and height of the crossbar from the ground
- the duration of the periods of play
- substitutions
- height of ball restrictions

Modifications to the laws should be detailed in the competition regulations.

FA MINI-SOCCER

Updated May 2008

The Best Introduction to the World's Greatest Game

September 1999 saw the implementation of Mini-Soccer for all children under 10 years of age.

As a result of nearly three years' consultation and co-operation between all bodies involved with children's football, boys and girls are now introduced to the game on smaller pitches with scaled down goalposts and fewer players.

The Football Association deems Mini-Soccer the most appropriate and fun introduction to football by providing quality experiences for all young players.

It allows greater involvement in the game, with more touches, dribbles and passes.

Mini-Soccer: Meeting the needs of children

"The children are more important than the activities in which they are engaged. The game is not the thing, the child is." (Physical Education for ages 5-16 - Department of Education and Science, August 1991).

The main theme throughout Mini-Soccer is to meet the needs of children. 11-a-side association football does not meet these needs. Children need a modified game that fits their needs; too often children are modified to meet the requirements of a game. Mini-Soccer modifies association football without losing the essence of the game.

Mini-Soccer is the appropriate introduction to football. All available research and observation shows that children will have more fun and learn more playing a game with smaller teams and modified rules. Mini-Soccer is, therefore, a game children can actually play rather than struggling to understand a game created for adults.

If children are to enjoy and take part in soccer they need to:

- Feel success
- Take an active part in the game
- Learn to play as a team
- Understand the Laws
- Develop soccer skills
- Be able to take part whatever their ability
- Develop their fitness

Mini-Soccer sets out to meet those needs. It allows children to succeed and take part in something that is still recognisably football.

Mini-Soccer recognises the fact that younger children perform better in smaller teams with simple Laws.

Mini-Soccer, however, is more than another version of five-or six-a-side football for the following reasons:

1. It recognises that children do not perform as adults and therefore its Laws, researched and piloted by The Football Association, meet the needs of children.
2. It has all the features of 'real' football to children.
3. It doesn't set unrealistic expectations. Many adults do not know what can be expected of children and so emphasise the result at the expense of performance. Mini-Soccer helps by defining the targets for children at different ages.

4. It sets a standard for behaviour on and off the pitch.
5. Mini-Soccer is for all children regardless of their ability. It is intended for girls and boys, and young footballers with disabilities and learning difficulties.

In an age when so much of children's leisure time is as organised as their study, Mini-Soccer offers something special: a game that children can organise themselves! With relatively little instruction, children can play and enjoy a game which is suitable for a wide ability range and gives everyone a chance to take part.

If you find this hard to believe, just set up a game with some children and WATCH!

Guidance for the Laws of Mini-Soccer

The Laws have been piloted and aim to be simple and as near to 'real' football as possible. The games require only a 'game-leader' who is urged to be as flexible as possible with the youngest children.

The children will need the Laws explained to them as the game proceeds (e.g. handball, in/out of play).

It will also be necessary to demonstrate in certain instances how to re-start the game (e.g. throw-ins).

What can children expect from adults?

Remember that children are often easily led, anxious to please and prone to over-enthusiasm, and so plenty of praise and positive reinforcement is needed, especially with beginners.

Children find it hard to understand negative instructions and easier to understand positive reinforcement and this can frequently mean playing down the result and playing up the performance. This reduces the child's anxiety and decreases their worry about failing. Remember that children do not mean to make mistakes; we should accept mistakes as a necessary part of learning.

Make sure the players play by the Laws. The majority of children at these ages will not knowingly infringe the Laws of the game. Finally, work with other adults, not against them, and by so doing reinforce positive attitudes among the children.

Interference from the touch line

Whilst the fun and friendly atmosphere created by Mini-Soccer should keep such instances to a minimum, there may be situations where comments and abuse from adults, parents and managers is made from the touch line.

This could be directed at the referee, but also at the players.

What can be done?

Stay calm; do not get into disagreement; report the matter to relevant club or league officials; set a positive responsible example.

Remember The FA's **RESPECT** campaign.

Referees – Mini-Soccer game leaders

The referee has an important role to play in Mini-Soccer. Carrying out their duties without favour, they should create a playing environment which is fun for all those taking part. The referee should encourage fair play, fun, respect for others, development of skills and team work, and understanding of the Laws of the game.

The Laws of the game should be a guide for the referee in Mini-Soccer with the spirit of the Laws being more important than the letters of the law. Appreciation of the needs of the child is essential.

9v9

During the 2002/03 season a number of leagues approached The FA regarding the possibility of moving to 9v9 at under 11.

The FA organised a number of Regional Mini-Soccer Consultation Meetings to review Mini-Soccer and to discuss ideas for the future development of the game.

The consultation also led to the introduction, within FA rules, for the 9v9 game for children who have reached the age of 10 on 31st August.

The 9v9 option is available from U11-U14.

When 9v9 is played The FA recommends the following:

Follow 11v11 laws of the game, except:

- Size of pitch: use junior size pitch 80m x 50m and junior goals 16' x 7'. It has been agreed by The FA that for season 2008/09, the use of any sized goals will be permissible for the 9v9 game, whilst a transitional period continues to exist in this format of the game. However, there is recognition that the 16' x 7' goals are most suitable during matches and as such clubs should be encouraged to make the most of the Football Foundation's funding to gain this size of goal. From season 2009/10, only goals sized 16' x 7' will be permissible.
- Substitutes: Maximum squad of 18 with repeat substitutions allowed
- Playing Time: Maximum 35mins each way
- Anything not covered above, FA standard code of rules for youth leagues apply

The FA hopes that, where facilities allow leagues will make use of the 9v9 option to assist the players' development.

THE FOOTBALL ASSOCIATION LAWS FOR MINI-SOCCER FOR PLAYERS (BOTH BOYS AND GIRLS OVER THE AGE OF 6 AND UNDER 10)

[Updated by The FA Council on 15th May 2008]

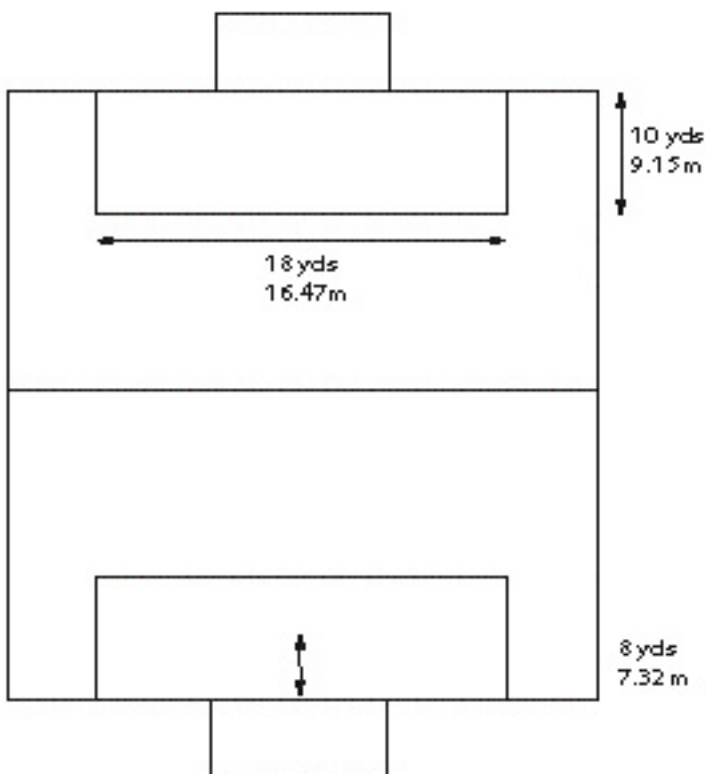
Please note: Where Leagues operate Under 11 Mini-Soccer events, they must follow these Laws.

Please remember:

Under-7s or Under-8s are not permitted to play in leagues where results are collected or published or winner trophies are presented, this is deemed to be detrimental to the development of the player and the game and will not be sanctioned. To play in a KO Cup game or a game where points are awarded, or results collected, a player must have achieved the age of 8 on or before 31st August.

Except where other provision, is made, the Laws of Association Football apply. Each Law is numbered to correspond with the appropriate Law of the Game. These Laws are mandatory unless special permission is granted by The Football Association.

LAW 1 - Playing Area



WARNING

Please ensure that The FA Goalpost safety guidelines are observed.

Size of Pitch

	Under-10s/9s		Under-8s/7s	
Width	Metres	Yards	Metres	Yards
	Min. 27.45	Min. 30	Min. 18.30	Min. 20
	Max. 36.60	Max. 40	Max. 27.45	Max. 30
Length	Min. 45.75	Min. 50	Min. 27.45	Min. 30
	Max. 54.90	Max. 60	Max. 45.75	Max. 50

Penalty Area

Length 9.15m – 10 yards; Width 16.47m – 18 yards

Penalty Mark

The penalty mark is 7.32m (8 yards) from the goal line opposite the centre of the goal.

Halfway Line

The field of play is divided into two halves by a halfway line. The centre mark is indicated at the mid-point of the halfway line.

Goal Size

The distance between the posts is 3.6m (12ft) and the distance between the lower edge of the cross bar and the ground is 1.88m (6ft).

LAW 2 - The Ball

The ball should be size 4 for U9/U10.

Size 3 for Under-8s.

It should be safe and made of leather or another suitable material.

LAW 3 - Number of Players

Number Per Team (including goalkeeper)

Under-10s/9s 6v6 or 7v7

Under-8s/7s 4v4, 5v5, 6v6 or 7v7

Where the appropriate facilities are available, The FA would encourage leagues and competitions to use the smaller number of players at the youngest age group.

Players must play with and against players only from their own age range, as per Football Association and Competition rules.

Players should not be allowed to begin to play until the season of their 7th birthday.

Each team must not have a squad greater than double the size of the team per age.

Any number of substitutes, without being named, may be used at any time with the permission of the referee or game leader. Entry into the field of play will only be allowed during a stoppage in play. A player who has been replaced may return to the playing area as a substitute for another player.

LAW 4 - Playing Equipment

Players must wear shin guards and goalkeepers must wear a distinguishing playing strip.

Shin guards must be covered entirely by stockings.

LAW 5 - Referees

The Authority of the Referee

Each match is controlled by a referee who has full authority to enforce the Laws of the game in connection with the match to which they have been appointed.

Powers and Duties

The Referee:

- Enforces the Laws of the game
- Controls the match in co-operation with the assistant referees/time keeper
- Ensures that the ball meets the requirements of Law 2
- Ensures that the players' equipment meets the requirements of Law 4
- Stops, suspends or terminates the match at their discretion for any infringements of the Laws
- Stops, suspends or terminates the match because of outside interference of any kind
- Stops the match if, in their opinion, a player is seriously injured and ensures that they are removed from the field of play
- Ensures that any player bleeding from a wound leaves the field of play
- Allows play to continue when the team against which an offence has been committed will benefit from such an advantage
- Penalises the original offence if the anticipated advantage does not ensue at that time

Referees

- Take disciplinary action against players guilty of cautionable and/or sending-off offences
- Take action against team officials who fail to conduct themselves in a responsible manner and may, at their discretion, expel them from the field of play and its immediate surrounds
- Ensure that no unauthorised persons enter the field of play
- Restart matches if they have been stopped

Decisions of the Referee

The decisions of the referee regarding facts connected with play are final.

The referee may only change a decision on realising that it is incorrect or, at his/her discretion provided that play has not restarted.

LAW 6 - Timekeeper/Scorer/Assistant Referee

Duties

A person may be nominated to assist the referee to:

- Record goals scored
- Act as timekeeper and signify to the referee by an agreed signal when the time of each half has expired
- Suspend time on an instruction from the referee for all stoppages and add that time to the end of each half
- Supervise the use of rolling substitutes
- Carry out any other duties as prescribed by the referee

If an independent timekeeper/scorer is not nominated, these duties are the responsibility of the referee.

LAW 7 - Duration of the Game

In any one day, no player shall play more than the stipulated period given below:

- Under-7 & Under-8s-40Minutes
- Under-9 & Under-10s- 60 Minutes

Each league/competition will determine its own playing time within the maximum time permitted. The half time interval must not exceed 5 minutes.

LAW 8 - Start and Restart of Play**Procedure**

A kick-off is taken at the centre of the playing area to start the game and after a goal has been scored. Opponents must be 4.5m (5 yards) away from the ball, and in their own half of the field. The ball must be played forward.

In Mini-Soccer a goal cannot be scored directly from a start or restart of play.

Special Circumstances

A drop ball to restart the match, after play has been temporarily stopped inside the penalty area, takes place on the penalty area line parallel to the goal line at the point nearest to where the ball was located when the play stopped.

LAW 9 - Ball In and Out of Play**Ball Out of Play**

The ball is out of play when:

- It has wholly crossed the goal line or touch line whether on the ground or in the air
- Play has been stopped by the referee

Ball In Play

The ball is in play at all other times, including when:

- It rebounds from a goal or post, crossbar or corner flag post and remains in the field of play
- It rebounds from either the referee or an assistant referee when they are on the field of play

LAW 10 - Method of Scoring**Goal Scored**

A goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar, provided that no infringement of the Laws of the game has been committed previously by the team scoring the goal.

Winning Team

The team scoring the greater number of goals during a match is the winner. If both teams score an equal number of goals, or if no goals are scored, the match is drawn.

Competition Rules

For matches ending in a draw, competition rules may state provisions involving extra time, or other procedures approved by the International FA Board to determine the winner of a match.

Please note this must be included within the maximum participation time.

LAW 11 - Offside

There is no offside.

LAW 12 - Fouls and Misconduct

In Mini-Soccer all free kicks are direct.

A free kick is awarded to the opposing team if a player commits any of the following offences in a manner considered to be careless, reckless or using excessive force:

- Kicks or attempts to kick an opponent
- Trips or attempts to trip an opponent
- Jumps at an opponent
- Charges an opponent
- Strikes or attempts to strike an opponent
- Pushes an opponent

A free kick is awarded to the opposing team if a player commits any of the following offences:

- Tackles an opponent to gain possession of the ball, making contact with the opponent before touching the ball
- Holds an opponent
- Spits at an opponent
- Handles the ball deliberately (except for the goalkeeper within his/her own penalty area)
- Plays in a dangerous manner
- Impedes the progress of an opponent
- Prevents the goalkeeper from releasing the ball from his/her hands
- Commits any other offence, not previously mentioned in Law 12, for which play is stopped to caution or dismiss a player

Penalty Kick

A penalty kick is awarded if any of the above offences is committed by a player inside his/her own penalty area, irrespective of the position of the ball, provided it is in play.

A free kick is awarded to the opposing team if the goalkeeper:

- Takes more than 6 seconds to release the ball from his/her hands
- Touches the ball again with his/her hands after it has been released from his/her possession and has not touched any other player
- Touches the ball with his/her hands after it has been deliberately kicked to him/her by a team-mate
- Touches the ball with his/her hands after he/she has received it directly from a throw in taken by a team-mate

For all these offences, the free kick should be taken from the penalty area line, parallel with the goal line, at the nearest point to the offence.

Cautionable Offences

A player is cautioned and shown the yellow card if he/she commits any of the following seven offences:

- Is guilty of unsporting behaviour
- Shows dissent by word or action
- Persistently infringes the Laws of the Game
- Delays the restart of play
- Fails to respect the required distance when play is restarted with a corner kick or free kick
- Enters or re-enters the field of play without the referee's permission
- Deliberately leaves the field of play without the referee's permission

Sending Off Offences

A player is sent off and shown the red card if he/she commits any of the following seven offences:

- Is guilty of serious foul play
- Is guilty of violent conduct
- Spits at an opponent or any other person
- Denies the opposing team a goal or an obvious goal scoring opportunity, by deliberately handling the ball (this does not apply to a goalkeeper within his/her own penalty area)
- Denies an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or penalty kick
- Uses offensive or insulting or abusive language and/or gestures
- Receives a second caution in the same match

LAW 13 - Free Kicks

For all free kicks opponents must be 4.5m (5 yards) from the ball.

LAW 14 - Penalty Kicks

A penalty kick is awarded for offences, as described in Law 12.

Position of the Ball and the Players

All players except the defending goalkeeper and kicker must be outside the penalty area and at least 4.5m (5 yards) from the penalty mark.

The ball must be kicked forward.

Infringement/Sanctions

If a player or players commit an offence at the taking of a penalty kick his/her team shall not be allowed to gain an advantage (i.e. the kick is retaken or the goal is disallowed depending on which team offended).

If a player of both the defending and the attacking teams offend, the kick shall be retaken.

LAW 15 - Throw-in

A goal cannot be scored directly from a throw-in.

A throw-in is awarded:

- When the whole of the ball passes over the touch line, either on the ground or in the air
- From the point where it crossed the touch line
- To the opponents of the player who last touched the ball

Procedure

At the moment of delivering the ball, the thrower:

- Faces the field of play
- Has part of each foot either on the touch line or on the ground outside the touch line

A thrower:

- Uses both hands
- Delivers the ball from behind and over the player's head
- The throw-in is awarded to the opposing team if any of these requirements are not carried out

The thrower may not touch the ball again until it has touched another player. If he/she does, a free kick will be awarded against them. The ball is in play immediately when it enters the field of play.

LAW 16 - Goal Kick**Procedure**

A player of the defending team kicks the ball from any point within the penalty area.

Opponents must remain outside the penalty area and at least 4.5m (5 yards) from where the kick is taken until the ball is in play.

LAW 17 - Corner Kicks

The opposing players must remain at least 4.5m (5yards) from the ball until it is in play.

The kicker may not touch the ball again until it has touched another player. If he/she does, a free kick is awarded against them.

The ball is in play immediately when it enters the field of play.

The Responsible Football Coach/Manager Code of Conduct for Football

1. Coaches/Managers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches/Managers must place the wellbeing and safety of each player above all other considerations, including the development of performance.
3. Coaches/Managers must adhere to all guidelines laid down within the Constitution and the Rules of The Football Association.
4. Coaches/Managers must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches/Managers must not exert undue influence to obtain personal benefit or reward.
6. Coaches/Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches/Managers must ensure that the activities they direct or advocate is appropriate for the age, maturity, experience and ability of players.
8. Coaches/Managers should, at the outset, clarify with the player (and where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches/Managers must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches/Managers must always promote the appropriate Code of Conduct and positive aspects of the sport (e.g. fair play) to players, parents and spectators alike. Never condone violations of the Laws of the game, behaviour contrary to the spirit of the Laws of the game or relevant rule and regulations or the use of the prohibited substances or techniques.
11. Coaches/Managers must consistently display high standards of behaviour and experience and be a role model for players, parents and spectators.

Goalpost Safety

Remember to use all equipment, not just goalposts, safely at all times

It has been agreed by The FA that for season 2008/09, the use of any sized goals will be permissible for the 9v9 game, whilst a transitional period continues to exist in this format of the game. However, there is recognition that the 16' x 7' goals are most suitable during matches and as such clubs should be encouraged to make the most of the Football Foundation's funding to gain this size of goal. From season 2009/10, only goals sized 16' x 7' will be permissible.

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons, goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
2. Portable goalposts must be secured as per the manufacturers' instructions.
3. Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts.
4. Particular attention should be drawn to the fact that if not properly assembled and secured, portable goalposts may overturn.
5. Regular inspections of goalposts must be carried out to check that they are properly maintained.

For reference, you should note that The FA and BSI developed a standard for future purchases of mini-soccer goalposts - PAS 36:2000. Most other size of goalposts are covered by BSEN 748 (1996). Copies of both of these standards are available from BSI.

The FA together with representatives from the industry, sports governing bodies and Government have prepared guidelines for pitch users and pitch providers together with technical parameters for goalpost manufacturers. It is anticipated that details of these will feature on The FA's website - www.TheFA.com.

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form G(1)

**REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT
FOR A PERIOD OF ONE CALENDAR MONTH**

Player's Surname Christian Name(s)
 Present Postal Address.....
 Place of Birth* Date of Birth Nationality
 National Insurance Number
 Club for which Player last played or registered
 (A Clearance is required if the Player last played or registered for a Club affiliated to another National Association)
 I hereby desire to be registered as a Player under written contract by the

.....Football Club
 for a period of One Calendar Month from to
 and I undertake to observe the Rules of The Football Association, and the Rules of The FA Premier League or the
 Regulations of The Football League dependent on the League in which the Club is in membership, a copy of which has
 been handed to me.

Signed by the said Player in the presence of:-

Signature of Witness	Signature of Player*.....
Address of Witness	* I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement
.....	Date.....

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together
with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of
disseminating that information into the public domain for reporting purposes.

On behalf of theFootball Club,
 I request you to registeras a Player under written contract
 for a period of one calendar month fromto
 Date.....Club Signatory

Address.....
 Did the Club use the services of an agent.....Yes/No (delete as applicable)
 Did the player use the services of an agent.....Yes/No (delete as applicable)

* For the purpose of The Football League and FA Premier League Benefit Scheme the Player's Birth Certificate must be
forwarded to the appropriate League In the case of his first registration.

£1.00 is charged for this form. It must be accompanied by a copy of the agreement entered into by the Club and the Player
and Transfer Form (If applicable).

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form G(1)

**REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT
FOR A PERIOD OF ONE CALENDAR MONTH**

I hereby certify that I have this day registered.....
 as a player under written contract for.....Football Club
 from.....to
 Date.....Signed.....

No. 018029

SEASON _____ FOR G(1)

THE FOOTBALL ASSOCIATION

REGISTRATION of a PLAYER under written Contract for a period of ONE CALENDAR MONTH

Full Name of Player(PLEASE USE BLOCK CAPITALS)

Present Postal Address.....

Club for which Player last actually played or registered

(A Clearance is required if the Player last played for a Club affiliated to another National Association).

Place of Birth.....Date of Birth

I hereby consent to be registered as a Player under written contract by the

.....Football Club (*Association)

for a period of one calendar month fromto

and I undertake to observe the Rules and Regulations of The Football Association

(*insert name of County Association to which the Club belongs)

Signed by the said Player in the presence of:-

Signature of Witness Signature of Player*.....

Address of Witness * I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement

..... Date.....

TO THE CHIEF EXECUTIVE OF THE FOOTBALL ASSOCIATION, 25 Soho Square, London W1D 4FA

On behalf of theFootball Club

I request you to registeras a Player under written contract

for a period of one calendar month fromto

Date.....Secretary

.....Address

£1.00 is charged for each form. This form must be sent to the Chief Executive, The Football Association, at 25 Soho Square, London W1D 4FA, accompanied by a copy of the Agreement entered into between the Club and the Player, and Transfer Form "H" if applicable.

No.

SEASON _____ FORM G(1)

THE FOOTBALL ASSOCIATION

REGISTRATION of a PLAYER under written Contract for a period of ONE CALENDAR MONTH

I hereby confirm that I have this day registered

as a Player under written contract forFootball Club

from to

Date.....Signed.....

Chief Executive, The Football Association

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

**Form G(1)
(Extension)**

EXTENSION OF THE REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT FOR A PERIOD OF ONE CALENDAR MONTH

Player's Surname Christian Name(s)
 Present Postal Address.....
 Place of Birth*..... Date of Birth Nationality.....
 National Insurance Number

I hereby desire to be registered as a Player under written contract by the
Football Club
 for a period of One Calendar Month from
 on the same terms and conditions as set out in the original agreement dated
 and I undertake to observe the Rules of The Football Association, and the Rules of the FA Premier League or the
 Regulations of The Football League dependent on the League in which the Club is in membership, a copy of which have
 been handed to me.

Signed by the said Player in the presence of:-

Signature of Witness	Signature of Player*.....
Address of Witness	* I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement
.....	Date.....

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together
 with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of
 disseminating that information into the public domain for reporting purposes.

On behalf of theFootball Club,
 I request you to extend the registration of.....as a Player under written contract for a
 period of one calendar month fromto.....on the
 same terms and conditions as set out in the original agreement dated.....
 Date..... Club Signatory.....
 Address

Did the Club use the services of an agent Yes/No (delete as applicable)
 Did the player use the services of an agent Yes/No (delete as applicable)

£1.00 is charged for this form

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

**Form G(1)
(Extension)**

EXTENSION OF THE REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT FOR A PERIOD OF ONE CALENDAR MONTH

I hereby certify that I have this day registered
 as a player under written contract forFootball Club
 Date..... Signed.....

THE FOOTBALL ASSOCIATION/THE FOOTBALL LEAGUE

Form G(1) (Multiplicity)

REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT FOR A PERIOD OF.....CALENDAR MONTH(S)

Player's SurnameForename(s)

Present Postal Address.....

Place of Birth*Date of Birth.....Nationality.....

National Insurance Number.....

Club for which Player last played or registered (A Clearance is required if the Player last played or registered for a Club affiliated to another National Association).

I hereby desire to be registered as a Player under written contract by the

.....Football Club

for a period ofcalendar month(s) from.....to.....

and I undertake to observe the Rules of the Football Association, and the Rules of the FA Premier League or the Regulations of The Football League dependent on the League in which the Club is in membership, a copy of which have been handed to me.

Signed by the said Player in the presence of:-

Signature of Witness Signature of Player*.....

Address of Witness * I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement

..... Date.....

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of disseminating that information into the public domain for reporting purposes.

On behalf of theFootball Club,

I request you to registeras a Player under written contract

for a period ofcalendar month(s) from.....to.....

DateClub Signatory.....

Was an Agent(s) involved in the Registration/Transfer? Yes/No (delete as applicable)

If Yes, name of Agent(s) involved

If yes, name of party for whom Agent acted

*For the purpose of The Football League and FA Premier League Benefit Scheme the Player's Birth Certificate must be forwarded to the appropriate League in the case of his first registration

£1.00 is charged for this form. It must be accompanied by a copy of the agreement entered into by the Club and the Player and Transfer Form (if applicable)

THE FOOTBALL ASSOCIATION/THE FOOTBALL LEAGUE

Form G(1) (Multiplicity)

REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT FOR A PERIOD OF.....CALENDAR MONTH(S)

I hereby certify that I have this day registered

as a player under written contract forSigned.....Football Club

DateSigned.....

FA/FL

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form G(2)

REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT

Player's SurnameForename(s)
 Present Postal Address
 Place of Birth*Date of BirthNationality
 National Insurance Number

Club for which Player last played or registered

(A Clearance is required if the Player last played or registered for a Club affiliated to another National Association).

I hereby desire to be registered as a Player under written contract by the
Football Club

fromto

and I undertake to observe the Rules of the Football Association, and the Rules of the FA Premier League or the Regulations of The Football League dependent on the League in which the Club is in membership, a copy of which have been handed to me.

Signed by the said Player in the presence of:-

SignatureSignature
 of Witnessof Player*.....

Address* I certify that the above information is correct and I consent to the
 of Witnessinformation that I have provided on this form being used in the
manner set out in The Football Association Limited Privacy
Statement

.....Date.....

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of disseminating that information into the public domain for reporting purposes.

On behalf of theFootball Club,

I request you to registeras a Player under written contract

Date.....Club Signatory.....

Address

Was an Agent(s) involved in the Registration/Transfer? Yes/No (delete as applicable)

If Yes, name of Agent(s) involved

If yes, name of party for whom Agent acted

* For the purpose of The Football League and FA Premier League Benefit Scheme the Player's Birth Certificate must be forwarded to the appropriate League in the case of his first registration

£1.00 is charged for this form. It must be accompanied by a copy of the agreement entered into by the Club and the Player and Transfer Form (if applicable)

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form G(2)

REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT

I hereby certify that I have this day registered
 as a player under written contract forFootball Club

FromTo

Date.....Signed.....

FA/FAPL/FL

SEASON _____ Form G(2)

**THE FOOTBALL ASSOCIATION
REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT**

Full Name of Player(PLEASE USE BLOCK CAPITALS)

Present Postal Address

Club for which Player last actually played or registered

(A Clearance is required if the Player last played for a Club affiliated to another National Association).

Place of BirthDate of Birth

I hereby consent to be registered as a Player under written contract by the

.....Football Club (*..... County Association)

from.....(Date) to.....

and I undertake to observe the Rules and Regulations of The Football Association

(*insert name of County Association to which the Club belongs)

Signed by the said Player in the presence of:-

Signature of Witness Signature of Player*.....

Address of Witness I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement

.....Date.....

TO THE CHIEF EXECUTIVE OF THE FOOTBALL ASSOCIATION, 25 Soho Square, London W1D 4FA

On behalf of theFootball Club

I request you to registeras a Player under written contract

Date.....Secretary

Address.....

Was an Agent(s) involved in the Registration / Transfer?..... Yes / No (*delete as appropriate*)

If yes, name of Agent(s) involved

If yes, name of party for whom Agent(s) acted

£1.00 is charged for each form. This form must be sent to the Chief Executive, The Football Association, at 25 Soho Square, London W1D 4FA, accompanied by a copy of the Agreement entered into between the Club and the Player, and Transfer Form "H" if applicable.

SEASON _____ Form G(2)

**THE FOOTBALL ASSOCIATION
REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT**

I hereby certify that I have this day registered

as a Player under written contract forFootball Club

Date.....Signed.....

Chief Executive, The Football Association

FA PREMIER LEAGUE CONTRACT

AN AGREEMENT made the day of 200

between(Football Club/Company)

whose registered office is at (address)

(hereinafter referred to as "the Club") of the one part and

(name).....

of (address).....

a professional association Football Player (hereinafter referred to as "the Player") of the other part.

WHEREBY it is agreed as follows:-

1. Definitions and Interpretation

1.1 The words and phrases below shall have the following meanings:

"Agent" shall mean any person who represents, negotiates on behalf of or otherwise acts for the Club or the Player (other than a solicitor giving professional legal advice only) in the context of either the registration or transfer of the registration of the Player or the employment and/or the terms of employment of the Player by the Club.

"Associated Company" shall mean any company which is a holding company or subsidiary (each as defined in Section 736 of the Companies Act 1985) of the Club or of any holding company of the Club.

"the Board" shall mean the board of directors of the Club for the time being or any duly authorised committee of such board of directors.

"Club Context" shall mean in relation to any representation of the Player and/or the Player's Image a representation in connection or combination with the name colours Strip trade marks logos or other identifying characteristics of the Club (including trade marks and logos relating to the Club and its activities which trade marks and logos are registered in the name of and/or exploited by any Associated Company) or in any manner referring to or taking advantage of any of the same.

"Club Rules" shall mean the rules or regulations affecting the Player from time to time in force and published by the Club.

"Code of Practice" shall mean the Code of Practice from time to time in force and produced jointly by the FA Premier League Limited and the PFA in conjunction with the FA.

"the FA Rules" shall mean the rules and regulations from time to time in force of the FA and including those of FIFA and UEFA to the extent they relate or apply to the Player or the Club.

"the FA " shall mean The Football Association Limited.

"FIFA" shall mean the Fédération Internationale de Football Association.

"Gross Misconduct" shall mean serious or persistent conduct behaviour activity or omission by the Player involving one or more of the following:

- (a) theft or fraud;
- (b) deliberate and serious damage to the Club's property;
- (c) use or possession of or trafficking in a Prohibited Substance;
- (d) incapacity through alcohol affecting the Player's performance as a player;
- (e) breach of or failure to comply with of any of the terms of this contract

or such other similar or equivalent serious or persistent conduct behaviour activity or omission by the Player which the Board reasonably considers to amount to gross misconduct.

"Holiday Year" shall mean a period of twelve months from 1st July in one year to 30th June in the next year.

"Internet" shall mean the global network of computer systems using TCP/IP protocols including (without limitation) the World Wide Web.

"the Laws of the Game" shall mean the laws from time to time in force governing the game of association football as laid down by the International Football Association Board (as defined in the statutes of FIFA).

"the League" shall mean the football league of which the Club is a member from time to time.

"the League Rules" shall mean the rules or regulations from time to time in force of the League.

"Manager" shall mean the official of the Club responsible for selecting the Club's first team.

"Media" shall mean any and all media whether now existing or hereafter invented including but not limited to any print and/or paper medium broadcast satellite or cable transmission and any visual and/or audio medium and including but not limited to the Internet any television or radio channel Website webcast and/or any transmission made by any mobile or mobile telephony standard or technology or other media or broadcasting service.

"PFA" shall mean the Professional Footballers' Association.

"Permanent Incapacity" shall mean either (a) "Permanent Total Disablement" as defined in the League's personal accident insurance scheme or (b) incapacity of the Player by reason of or resulting from any injury or illness (including mental illness or disorder) where in the written opinion of an appropriately qualified medical consultant instructed by the Club ("the Initial Opinion") and (if requested in writing either by the Club at any time or by the Player at any time but not later than twenty one days after receipt from the Club of notice in writing terminating this contract pursuant to clause 8.1) of a further such consultant approved or proposed by the Player (and in the absence of either an approval or proposal within 28 days of the request nominated on the application of either party by the President ("the President") for the time being of the Royal College of Surgeons) ("the Further Opinion") the Player will be unlikely by reason of such incapacity to play football to the same standard at which the Player would have played if not for such incapacity for a consecutive period of not less than twenty months commencing on the date of commencement of the incapacity PROVIDED that if the Initial Opinion and the Further Opinion disagree with one another then if the Further Opinion was given by a consultant nominated by the President it shall prevail but if not then a third opinion ("the Third Opinion") from a consultant nominated by the President may be obtained on the application of either party and that opinion shall be final and binding for the purposes of this definition.

"Player's Image" shall mean the Player's name nickname fame image signature voice and film and photographic portrayal virtual and/or electronic representation reputation replica and all other characteristics of the Player including his shirt number.

"Player Injury" shall mean any injury or illness (including mental illness or disorder) other than any injury or illness which is directly caused by or results directly from a breach by the Player of his obligations under clause 3.2.1 of this contract or of any other of his obligations hereunder amounting to Gross Misconduct.

"Prohibited Substance" shall have the meaning set out in the FA Rules.

"the Rules" shall mean the statutes and regulations of FIFA and UEFA the FA Rules the League Rules the Code of Practice and the Club Rules.

"Strip" shall mean all versions from time to time of the Club's official football clothing including shirts shorts socks and/or training kit track suits headwear and/or any other clothing displaying the Club's name and/or official logo.

"UEFA" shall mean the Union des Associations Européennes de Football.

"Website" shall mean a site forming part of the Internet with a unique URL/domain name.

- 1.2 For the purposes of this contract and provided the context so permits:
- 1.2.1 the singular shall include the plural and vice versa and any gender includes any other gender;
 - 1.2.2 references to person shall include any entity business firm or unincorporated association; and
 - 1.2.3 references to statutory enactments or to the Rules shall include re-enactments and amendments of substantially the same intent as the original referenced enactment or Rule.

- 1.3 The headings of this contract are for convenience only and not interpretation.
- 1.4 In the event of any dispute as to the interpretation of any of the provisions of this contract reference shall be made (where appropriate) for clarification to the Code of Practice but so that in the event of any conflict the provisions of this contract shall prevail. Subject thereto wherever specific reference to the Code of Practice is made in this contract the relevant terms and provisions thereof are deemed incorporated herein as if set out in full.

2. Appointment and duration

The Club engages the Player as a professional footballer on the terms and conditions of this contract and subject to the Rules.

This contract shall remain in force until the date specified in clause 2 of Schedule 2 hereto subject to any earlier determination pursuant to the terms of this contract.

3. Duties and Obligations of the Player

- 3.1 The Player agrees:
- 3.1.1 when directed by an authorised official of the Club:
 - 3.1.1.1 to attend matches in which the Club is engaged;
 - 3.1.1.2 to participate in any matches in which he is selected to play for the Club; and
 - 3.1.1.3 to attend at any reasonable place for the purposes of and to participate in training and match preparation;
 - 3.1.2 to play to the best of his skill and ability at all times;
 - 3.1.3 except to the extent prevented by injury or illness to maintain a high standard of physical fitness at all times and not to indulge in any activity sport or practice which might endanger such fitness or inhibit his mental or physical ability to play practise or train;
 - 3.1.4 to undertake such other duties and to participate in such other activities as are consistent with the performance of his duties under clauses 3.1.1 to 3.1.3 and as are reasonably required of the Player;
 - 3.1.5 that he has given all necessary authorities for the release to the Club of his medical records and will continue to make the same available as requested by the Club from time to time during the continuance of this contract;
 - 3.1.6 to comply with and act in accordance with all lawful instructions of any authorised official of the Club;
 - 3.1.7 to play football solely for the Club or as authorised by the Club or as required by the Rules;
 - 3.1.8 to observe the Laws of the Game when playing football;
 - 3.1.9 to observe the Rules but in the case of the Club Rules to the extent only that they do not conflict with or seek to vary the express terms of this contract;
 - 3.1.10 to submit promptly to such medical and dental examinations as the Club may reasonably require and to undergo at no expense to himself such treatment as may be prescribed by the medical or dental advisers of the Club or the Club's insurers;
 - 3.1.11 on the termination of this contract for any cause to return to the Club in a reasonable and proper condition any property (including any car) which has been provided or made available by the Club to the Player in connection with his employment.
- 3.2 The Player agrees that he shall not:
- 3.2.1 undertake or be involved in any activity or practice which will knowingly cause to be void or voidable or which will invoke any exclusion of the Player's cover pursuant to any policy of insurance maintained for the benefit of the Club on the life of the Player or covering his physical well-being (including injury and incapacity and treatment thereof);
 - 3.2.2 when playing or training wear anything (including jewellery) which is or could be dangerous to him or any other person;
 - 3.2.3 except to the extent specifically agreed in writing between the Club and the Player prior to the signing of this contract use as his regular place of residence any place which the Club reasonably deems unsuitable for the performance by the Player of his duties other than temporarily pending relocation;

- 3.2.4 undertake or be engaged in any other employment or be engaged or involved in any trade business or occupation or participate professionally in any other sporting or athletic activity without the prior written consent of the Club PROVIDED THAT this shall not:
 - 3.2.4.1 prevent the Player from making any investment in any business so long as it does not conflict or interfere with his obligations hereunder; or
 - 3.2.4.2 limit the Player's rights under clauses 4 and 6.1.8;
- 3.2.5 knowingly or recklessly do write or say anything or omit to do anything which is likely to bring the Club or the game of football into disrepute cause the Player or the Club to be in breach of the Rules or cause damage to the Club or its officers or employees or any match official. Whenever circumstances permit the Player shall give to the Club reasonable notice of his intention to make any contributions to the public media in order to allow representations to be made to him on behalf of the Club if it so desires;
- 3.2.6 except in the case of emergency arrange or undergo any medical treatment without first giving the Club proper details of the proposed treatment and physician/surgeon and requesting the Club's consent which the Club will not unreasonably withhold having due regard to the provisions of the Code of Practice.

4. Community public relations and marketing

- 4.1 For the purposes of the promotional community and public relations activities of the Club and/or (at the request of the Club) of any sponsors or commercial partners of the Club and/or of the League and/or of any main sponsors of the League the Player shall attend at and participate in such events as may reasonably be required by the Club including but not limited to appearances and the granting of interviews and photographic opportunities as authorised by the Club. The Club shall give reasonable notice to the Player of the Club's requirements and the Player shall make himself available for up to six hours per week of which approximately half shall be devoted to the community and public relations activities of the Club. No photograph of the Player taken pursuant to the provisions of this clause 4.1 shall be used by the Club or any other person to imply any brand or product endorsement by the Player.
- 4.2 Whilst he is providing or performing the services set out in this contract (including travelling on Club business) the Player shall:
 - 4.2.1 wear only such clothing as is approved by an authorised official of the Club; and
 - 4.2.2 not display any badge mark logo trading name or message on any item of clothing without the written consent of an authorised official of the Club Provided that nothing in this clause shall prevent the Player wearing and/or promoting football boots and in the case of a goalkeeper gloves of his choice.
- 4.3 Subject in any event to clause 4.4 and except to the extent of any commitments already entered into by the Player as at the date hereof or when on international duty in relation to the Players' national football association UEFA or FIFA he shall not (without the written consent of the Club) at any time during the term of this contract do anything to promote endorse or provide promotional marketing or advertising services or exploit the Player's Image either (a) in relation to any person in respect of such person's products brand or services which conflict or compete with any of the Club's club branded or football related products (including the Strip) or any products brand or services of the Club's two main sponsors/commercial partners or of the League's one principal sponsor or (b) for the League
- 4.4 The Player agrees that he will not either on his own behalf or with or through any third party undertake promotional activities in a Club Context nor exploit the Player's Image in a Club Context in any manner and/or in any Media nor grant the right to do so to any third party.
- 4.5 Except to the extent specifically herein provided or otherwise specifically agreed with the Player nothing in this contract shall prevent the Player from undertaking promotional activities or from exploiting the Player's Image so long as:
 - 4.5.1 the said promotional activities or exploitation do not interfere or conflict with the Player's obligations under this contract; and
 - 4.5.2 the Player gives reasonable advance notice to the Club of any intended promotional activities or exploitation.
- 4.6 The Player hereby grants to the Club the right to photograph the Player both individually and as a member of a squad and to use such photographs and the Player's Image in a Club Context in connection with the promotion of the Club and its playing activities and the promotion of the League and the manufacture sale distribution licensing advertising marketing and promotion of the

Club's club branded and football related products (including the Strip) or services (including such products or services which are endorsed by or produced under licence from the Club) and in relation to the League's licensed products services and sponsors in such manner as the Club may reasonably think fit so long as:

- 4.6.1 the use of the Player's photograph and/or Player's Image either alone or with not more than two other players at the Club shall be limited to no greater usage than the average for all players regularly in the Club's first team;
 - 4.6.2 the Player's photograph and/or Player's Image shall not be used to imply any brand or product endorsement by the Player; and
 - 4.6.3 PROVIDED that all rights shall cease on termination of this contract save for the use and/or sale of any promotional materials or products as aforesaid as shall then already be manufactured or in the process of manufacture or required to satisfy any outstanding orders.
- 4.7 In its dealings with any person permitted by the Club to take photographs of the Player the Club shall use reasonable endeavours to ensure that the copyright of the photographs so taken is vested in the Club and/or that no use is made of the said photographs without the Club's consent and in accordance with the provisions of this contract.
- 4.8 The Player shall be entitled to make a responsible and reasonable reply or response to any media comment or published statements likely to adversely affect the Player's standing or reputation and subject as provided for in clause 3.2.5 to make contributions to the public media in a responsible manner.
- 4.9 In this clause 4 where the context so admits the expression "the Club" includes any Associated Company of the Club but only to the extent and in the context that such company directly or indirectly provides facilities to or undertakes commercial marketing or public relations activities for the Club and not so as to require the consent of any Associated Company when consent of the Club is required.
- 4.10 For the purposes of the Contracts (Rights of Third Parties) Act 1999 nothing in this clause 4 is intended to nor does it give to the League any right to enforce any of its provisions against the Club or the Player.
- 4.11 Nothing in this clause 4 shall prevent the Club from entering into other arrangements additional or supplemental hereto or in variance hereof in relation to advertising marketing and/or promotional services with the Player or with or for all or some of the Club's players (including the Player) from time to time. Any other such arrangements which have been agreed as at the date of the signing of this contract and any image contract or similar contract required to be set out in this contract by the League Rules are set out in Schedule 2 paragraph 13.

5. Remuneration and expenses

- 5.1 Throughout his engagement the Club shall pay to the Player the remuneration and shall provide the benefits (if any) as are set out in Schedule 2.
- 5.2 The Club shall reimburse the Player all reasonable hotel and other expenses wholly and exclusively incurred by him in or about the performance of his duties under this contract PROVIDED that the Player has obtained the prior authorisation of a director the Manager or the secretary of the Club and the Player furnishes the Club with receipts or other evidence of such expenses.
- 5.3 The Club may deduct from any remuneration payable to the Player:
 - 5.3.1 fines imposed under the provisions of Part 1 of Schedule 1 hereto;
 - 5.3.2 any monies disbursed and/or liabilities incurred by the Club on behalf of the Player with the Players prior consent;
 - 5.3.3 any other monies (but not claims for damages or compensation) which can be clearly established to be properly due from the Player to the Club.

6. Obligations of the Club

- 6.1 The Club shall:
 - 6.1.1 observe the Rules all of which (other than the Club Rules) shall take precedence over the Club Rules;
 - 6.1.2 provide the Player each year with copies of all the Rules which affect the Player and of the terms and conditions of any policy of insurance in respect of or in relation to the Player with which the Player is expected to comply;

- 6.1.3 promptly arrange appropriate medical and dental examinations and treatment for the Player at the Club's expense in respect of any injury to or illness (including mental illness or disorder) of the Player save where such injury or illness is caused by an activity or practice on the part of the Player which breaches clause 3.2.1 hereof in which case the Club shall only be obliged to arrange and pay for treatment to the extent that the cost thereof remains covered by the Club's policy of medical insurance or (if the Club does not maintain such a policy) then to the extent that it would remain covered by such a policy were one maintained upon normal industry terms commonly available within professional football and so that save as aforesaid this obligation shall continue in respect of any examinations and/or treatment the necessity for which arose during the currency of this contract notwithstanding its subsequent expiry or termination until the earlier of completion of the necessary examinations and/or prescribed treatment and a period of eighteen months from the date of expiry or termination hereof;
 - 6.1.4 The Club shall use all reasonable endeavours to ensure that any policy of insurance maintained by the Club for the benefit of the Player continues to provide cover for any examinations and/or treatment as are referred to in clause, 6.1.3 until completion of any such examinations and/or treatment;
 - 6.1.5 comply with all relevant statutory provisions relating to industrial injury and any regulations made pursuant thereto;
 - 6.1.6 at all times maintain and observe a proper health and safety policy for the security safety and physical well being of the Player when carrying out his duties under this contract;
 - 6.1.7 in any case where the Club would otherwise be liable as employer for any acts or omissions of the Player in the lawful and proper performance of his playing practising or training duties under this contract defend the Player against any proceedings threatened or brought against him at any time arising out of the carrying out by him of any such acts or omissions and indemnify him from any damages awarded and this obligation and indemnity shall continue in relation to any such acts or omissions during the currency of this contract notwithstanding its expiry or termination before such proceedings are threatened and/or brought;
 - 6.1.8 give the Player every opportunity compatible with his obligations under this contract to follow any course of further education or vocational training which he wishes to undertake and give positive support to the Player in undertaking such education and training. The Player shall supply the Footballer's Further Education and Vocational Training Society with particulars of any courses undertaken by him; and
 - 6.1.9 release the Player as required for the purposes of fulfilling the obligations in respect of representative matches to his national association pursuant to the statutes and regulations of FIFA.
- 6.2 The Club shall not without the consent in writing of the Player:
 - 6.2.1 take or use or permit to be used photographs of the Player for any purposes save as permitted by clause 4; or
 - 6.2.2 use or reveal the contents of any medical reports or other medical information regarding the Player obtained by the Club save for the purpose of assessing the Player's health and fitness obtaining medical and insurance cover and complying with the Club's obligations under the Rules.

7. Injury and Illness

- 7.1 Any injury to or illness of the Player shall be reported by him or on his behalf to the Club immediately and the Club shall keep a record of such injury or illness.
- 7.2 In the event that the Player shall become incapacitated from playing by reason of any injury or illness (including mental illness or disorder) the Club shall pay to the Player during such period of incapacity or the period of this contract (whichever is the shorter) the following amounts of remuneration for the following periods:
 - 7.2.1 in the case of a Player Injury his basic wage over the first eighteen months and one half of his basic wage for the remainder of his period of incapacity;
 - 7.2.2 in the case of any other injury or illness his basic wage over the first twelve months and one half of his basic wage for the remainder of his period of incapacity.
- 7.3 In each case specified in clause 7.2 above there shall be paid to the Player in addition to his basic wage all or the appropriate share of any bonus payments if and to the extent that payment or

provision for continuation of the same is specifically provided for in Schedule 2 or in the Club's Bonus Scheme.

- 7.4 The payments made by the Club pursuant to clause 7.2 shall be deemed to include all and any statutory sick pay and/or any other state benefits payable by reference to sickness to which the Player may be entitled.
- 7.5 Nothing in this clause 7 shall reduce or vary the entitlement of the Player to signing on fees and/or loyalty payments or any other payments of a similar nature due to him under this contract.

8. Permanent or Prolonged Incapacity

- 8.1 In the event that:
 - 8.1.1 the Player shall suffer Permanent Incapacity; or
 - 8.1.2 the Player has been incapacitated from playing by reason of or resulting from the same injury or illness (including mental illness or disorder) for a period (consecutive or in the aggregate) amounting to eighteen months in any consecutive period of twenty months; the Club shall be entitled to serve a notice upon the Player terminating this contract.
- 8.2 The length of such notice shall be twelve months in the case of an incapacity by reason of a Player Injury and six months in every other case.
- 8.3 The notice referred to in clause 8.1 may be served at any time after:
 - 8.3.1 the date on which the Player is declared to be suffering Permanent Total Disablement under the terms of the League's personal accident insurance scheme; or
 - 8.3.2 the date on which such Permanent Incapacity is established by the Initial Opinion; or
 - 8.3.3 in the case of any incapacity as is referred to in 8.1.2 the date on which the period of incapacity shall exceed eighteen months as aforesaid but so that the right to terminate pursuant to clause 8.1.2 shall only apply while such incapacity shall continue thereafter.
- 8.4 In the event that after the service of any notice pursuant to clause 8.1.1 Permanent Incapacity is not confirmed by the Further Opinion (if requested) or (where relevant) by the Third Opinion then such notice shall lapse and cease to be of effect.
- 8.5 In the case of any notice of termination given under this clause 8 the Club shall be entitled by further notice on or after serving notice of termination to terminate this contract forthwith on paying to the Player at the time of such termination the remainder of his remuneration and any other sums properly due to him under this contract and the value of any other benefits which would be payable or available to the Player during the remainder of the period of his notice of termination provided always that the Club's obligations pursuant to clause 6.1.3 shall continue to apply during the remainder of the said notice period and for any further relevant period as provided therein.
- 8.6 Where the Club has made payment to the Player during any period of incapacity owing to illness or injury and the Player's absence is due to the action of a third party other than of another club player or match official in relation to any damage or injury sustained on or about the field of play or during training or practising giving the Player a right of recovery against that third party then if the Player makes any claim against such third party the Player must where he is reasonably able to do so include as part of such claim from such third party a claim for recovery of any such payment and upon successful recovery repay to the Club the lesser of the total of the remuneration paid by the Club to the Player during the period of incapacity and the amount of any damages payable to or recovered by the Player in respect of such claim or otherwise by reference to loss of earnings under this contract under any compromise settlement or judgment. Any amounts paid by the Club to the Player in such circumstances shall constitute loans from the Club to be repaid to the Club to the extent aforesaid upon successful recovery as aforesaid.

9. Disciplinary Procedure

Except in any case where the Club terminates the Player's employment pursuant to the provisions of clause 10 hereof (when the procedure set out therein shall apply) the Club shall operate the disciplinary procedure set out in Part 1 of Schedule 1 hereto in relation to any breach or failure to observe the terms of this contract or of the Rules.

10. Termination by the Club

- 10.1 The Club shall be entitled to terminate the employment of the Player by fourteen days' notice in writing to the Player if the Player:
- 10.1.1 shall be guilty of Gross Misconduct;
 - 10.1.2 shall fail to heed any final written warning given under the provisions of Part 1 of Schedule 1 hereto; or
 - 10.1.3 is convicted of any criminal offence where the punishment consists of a sentence of imprisonment of three months or more (which is not suspended).
- 10.2 If the Club terminates the Player's employment for any reason under clause 10.1 the Club shall within seven days thereafter notify the Player in writing of the full reasons for the action taken.
- 10.3 The Player may by notice in writing served on the Club and the League at any time from the date of termination up to fourteen days after receipt by the Player of written notification under clause 10.2 give notice of appeal against the decision of the Club to the League and such appeal shall be determined in accordance with the procedures applicable pursuant to the League Rules.
- 10.4 If the Player exercises his right of appeal the termination of this contract by the Club shall not become effective unless and until it shall have been determined that the Club was entitled to terminate this contract pursuant to clause 10.1 but so that if it is so determined then subject only to clause 10.5.3 the Player shall cease to be entitled to any remuneration or benefits with effect from the expiration of the period of notice referred to in clause 10.3 and any payment made by the Club in respect thereof shall forthwith become due from the Player to the Club.
- 10.5 Pending the hearing and determination of such appeal the Club may suspend the Player for up to a maximum of six weeks from the date of notice of termination and if the Board so determine such suspension shall be without pay provided that:
- 10.5.1 the payment due to the Player in respect of the fourteen days' notice period under clause 10.1 is made to the Player forthwith;
 - 10.5.2 pending the determination of the appeal an amount equal to the remuneration which would otherwise have been due to the Player but for the suspension without pay is paid to an escrow account held by the PFA as and when it would otherwise have become due for payment to the Player and following the determination of the appeal the PFA will either pay the money (including interest earned on the said account) to the Player or return it to the Club according to the appeal decision;
 - 10.5.3 all other benefits for the Player under the provisions of clauses 6.1.3 and 6.1.4 of this contract shall be maintained and remain in force while the appeal is pending; and
 - 10.5.4 during any such period of suspension the Club shall be under no obligation to assign to the Player any playing training or other duties and shall be entitled to exclude the Player from the Club's premises including its ground and training ground.
- 10.6 Upon any termination of this contract by the Club becoming operative the Club shall forthwith release the Player's registration.

11. Termination by the Player

- 11.1 The Player shall be entitled to terminate this contract by fourteen days' notice in writing to the Club if the Club:
- 11.1.1 shall be guilty of serious or persistent breach of the terms and conditions of this contract; or
 - 11.1.2 fails to pay any remuneration or other payments or bonuses due to the Player or make available any benefits due to him as it or they fall due or within fourteen days thereafter and has still failed to make payment in full or make the benefits available by the expiry of the said fourteen days' notice.
- 11.2 The Club may within fourteen days of receipt of any notice of termination of this contract by the Player in accordance with clause 11.1 give written notice of appeal against such termination to the Player and to the League which shall hear such appeal in accordance with procedures applicable pursuant to the League Rules.
- 11.3 If the Club exercises its right of appeal pursuant to clause 11.2 the termination of this contract shall not become operative unless and until it shall have been determined that the Player was entitled to terminate this contract pursuant to clause 11.1.

11.4 Upon any termination of this contract by the Player becoming operative the Club shall forthwith release the Player's registration.

12. Grievance Procedure

In the event that the Player has any grievance in connection with his employment under this contract the grievance procedures set out in Part 2 of the Schedule 1 hereto shall be available to the Player.

13. Representation of Player

In any disciplinary or grievance procedure the Player shall be entitled to be accompanied by or represented by his Club captain or a PFA delegate and/or any officer of the PFA.

14. Holidays

For each Holiday Year the Player shall be entitled to take in the aggregate the equivalent of five weeks paid holiday to be taken at a time or times and for such days during the Holiday Year as shall be determined by the Club but so that (subject to the Club's first team and any international commitments) the Club shall not unreasonably refuse to permit the Player to take three of such weeks consecutively. Holidays not taken during any Holiday Year (or subject to agreement by the Club within one month of the end of such Holiday Year) may not be carried forward into any subsequent Holiday Year.

15. Survival

The provisions of this contract shall remain in full force and effect in respect of any act or omission of either party during the period of this contract notwithstanding the termination of this contract.

16. Confidentiality

This contract is to be treated as being private and confidential and its contents shall not be disclosed or divulged either directly or indirectly to any person firm or company whatsoever either by the Club the Player or any Agent of the Club or the Player except:

16.1 with the prior written agreement of both the Club and the Player; or

16.2 as may be required by any statutory regulatory governmental or quasi governmental authorities or as otherwise required by law or pursuant to the Rules including (where appropriate) any recognised stock exchange; or

16.3 in the case of the Player to his duly appointed Agent and professional advisers including the PFA; or

16.4 in the case of the Club to its duly appointed Agent and its professional advisers or to such of its directors secretary servants or representatives or auditors to whom such disclosure is strictly necessary for the purposes of their duties and then only to the extent so necessary.

17. Arbitration

Any dispute between the Club and the Player not provided for in clauses 9, 10, 11,12 and Schedule 1 hereof shall be referred to arbitration in accordance with the League Rules or (but only if mutually agreed by the Club and the Player) in accordance with the FA Rules.

18. Specificity of Football

The parties hereto confirm and acknowledge that this contract the rights and obligations undertaken by the parties hereto and the fixed term period thereof reflect the special relationship and characteristics involved in the employment of football players and the participation by the parties in the game of football pursuant to the Rules and the parties accordingly agree that all matters of dispute in relation to the rights and obligations of the parties hereto and otherwise pursuant to the Rules including as to termination of this contract and any compensation payable in respect of termination or breach thereof shall be submitted to and the parties hereto accept the jurisdiction and all appropriate determinations of such tribunal panel or other body (including pursuant to any appeal therefrom) pursuant to the provisions of and in accordance with the procedures and practices under this contract and the Rules.

19. Severance

19.1 If the Player shall not make an application to an Employment Tribunal for compensation in respect of unfair dismissal or redundancy as a result of not being offered a new contract either on terms at least as favourable as under this contract or at all then the following provisions of this clause 19 shall take effect.

- 19.2 If by the expiry of this contract the Club has not made to the Player an offer of re-engagement on terms at least as favourable to the Player as those applicable over the last twelve months of this contract (or the length of this contract if shorter) then subject to clauses 19.1 and 19.3 the Player shall continue to receive from his Club (as a separate payment representing compensation as more particularly referred to in the Code of Practice) a payment equal to his weekly basic wage (at the average amount of his weekly wage over the preceding 12 months of this contract or the whole of this contract if shorter) for a period of one month from the expiry of this contract or until the Player signs for another club whichever period is the shorter provided that where the Player signs for another club within that period of one month at a lower basic wage than such average then such payment shall in addition include a sum equal to the shortfall in such basic wage for the remainder of such period;
- 19.3 The maximum amount payable to the Player under sub-clause 19.2 is double the maximum sum which an Employment Tribunal can award from time to time as a compensatory award for unfair dismissal.

20. Miscellaneous

- 20.1 This contract and the documents referred to herein constitute the entire agreement between the Club and the Player and supersede any and all preceding agreements between the Club and the Player.
- 20.2 The further particulars of terms of employment not contained in the body of this contract which must be given to the Player in compliance with Part 1 of the Employment Rights Act 1996 are given in Schedule 2.
- 20.3 This contract is signed by the parties hereto in duplicate so that for this purpose each signed agreement shall constitute an original but taken together they shall constitute one agreement.
- 20.4 For the purposes of the Data Protection Act 1998 the Player consents to the Club the League PFA and FA collecting Personal Data including Sensitive Personal Data (both as defined in the said Act) about the Player. The Club's Data Protection Policy can be found in the Club's employee handbook.

21. Jurisdiction and Law

This contract shall be governed by and construed in accordance with English law and the parties submit to the non exclusive jurisdiction of the English Courts.

Schedule 1**Part 1****Disciplinary Procedure and Penalties****1. Introduction**

The disciplinary procedure aims to ensure that the Club behaves fairly in investigating and dealing with allegations of unacceptable conduct with a view to helping and encouraging all employees of the Club to achieve and maintain appropriate standards of conduct and performance. The Club nevertheless reserves the right to depart from the precise requirements of its disciplinary procedure where the Club considers it expedient to do so and where the Player's resulting treatment is no less fair.

2. Records

All cases of disciplinary action under this procedure will be recorded and placed in the Club's records until deleted in accordance with paragraph 4.2. A copy of the Club's disciplinary records concerning the Player will be supplied to the Player at his request.

3. The Procedure

The following steps will be taken as appropriate in all cases of disciplinary action:

3.1 Investigation

No action will be taken before a proper investigation has been undertaken by the Club into the matter complained of. If the Club determines the same to be appropriate the Club may by written notice suspend the Player for up to fourteen days while the investigation takes place. If the Player is so suspended this contract will continue together with all the Player's rights under it including the payment of the Player's remuneration and benefits but during the period of suspension the Player will not be entitled to access to any of the Club's premises except at the prior request or with the prior consent of the Club and subject to such conditions as the Club may impose. The decision to suspend the Player will be notified in writing to the Player by the Club.

3.2 Disciplinary Hearing

3.2.1 If the Club decides to hold a disciplinary hearing about the matter complained of the Player will be given full details in writing of the complaint against him and reasonable notice of the date and time of the hearing. At the hearing the Player will be given an opportunity to state his case either personally or through his representative as provided for in clause 13 of this contract.

3.2.2 Subject as provided in paragraph 3.2.3 no disciplinary penalty will be imposed without first giving the Player the opportunity to state his case to the Manager or if the Player so requests to a director of the Club and where the Club considers it appropriate or where the Player requests the same without a disciplinary hearing.

3.2.3 A disciplinary hearing may proceed in the Player's absence and a disciplinary penalty may be imposed if he fails to appear at such hearing after having received proper notice thereof

3.3 Appeals

3.3.1 The Player shall have a right of appeal to the Board against any disciplinary decision. The Player should inform the Board in writing of his wish to appeal within fourteen days of the date of notification to him of the decision which forms the subject of such appeal. The Board will conduct an appeal hearing as soon as possible thereafter at which the Player will be given a further opportunity to state his case. The decision of the Board will be notified to the Player in writing within seven days and subject to paragraph 3.3.2 will be final and binding under this procedure.

3.3.2 In the event of any sanction being imposed or confirmed in excess of an oral warning the Player may by notice in writing served on the Club and the League within fourteen days of receipt by the Player of written notification of the decision of the Board give notice of appeal against it to the League who will determine the matter in accordance with the League Rules.

3.3.3 If the Player exercises any right of appeal as aforesaid any sanction imposed by the Club upon the Player shall not take effect until the appropriate appeal has been determined and the sanction confirmed varied or revoked as the case may be.

4. Disciplinary Penalties

4.1 At a disciplinary hearing or on an appeal against a disciplinary decision the Club may dismiss the allegation or if it is proved to the Club's satisfaction may:

- 4.1.1 give an oral warning a formal written warning or after a previous warning or warnings a final written warning to the Player;
 - 4.1.2 impose a fine not exceeding the amount of the Player's basic wage for a period of up to two weeks for a first offence (unless otherwise approved by the PFA in accordance with the Code of Practice) and up to four weeks for subsequent offences in any consecutive period of twelve months but only in accordance with the provisions of the Code of Practice;
 - 4.1.3 order the Player not to attend at any of the Club's premises for such period as the Club thinks fit not exceeding four weeks;
 - 4.1.4 in any circumstances which would entitle the Club to dismiss the Player pursuant to any of the provisions of clause 10 of this contract dismiss the Player or impose such other disciplinary action (including suspension of the Player and/or a fine of all or part of the amount of the Player's basic wage for a period not exceeding six weeks).
- 4.2 Any warning or sanction given under this disciplinary procedure will be deleted in the Club's records after twelve months.

Part 2**Grievance Procedures**

1. The Player shall bring any grievance informally to the notice of the Manager in the first instance. The Player may be required by the Manager to put any such grievance in writing. Having enquired into such grievance the Manager will then notify the Player of his decision.
2. If the grievance is not determined by the Manager to the Player's satisfaction the Player may within fourteen days thereafter serve formal notice of the grievance in writing on the secretary of the Club and the matter shall thereupon be determined by the chairman of the Club or by the Board as soon as possible and in any event within four weeks of the receipt of the notice.

Schedule 2

Supplemental Provisions and Employment Rights Act 1996

The following provisions shall apply to supplement the provisions of this contract and the information as set out herein in order to comply with the requirements of Part 1 of the Employment Rights Act 1996.

1. The Player's employment with the Club began on
2. The date of termination of this contract is 30 June 200
3. No employment with a previous employer shall count as part of the Player's continuous period of employment hereunder.
4. The Player's hours of work are such as the Club may from time to time reasonably require of him to carry out his duties and the Player shall not be entitled to any additional remuneration for work done outside normal working hours.
5. The place of employment shall be at the Club's ground and training ground but the Club shall be entitled to require the Player to play and to undertake his duties hereunder at any other place throughout the world.
6. No contracting out certificate pursuant to the Pensions Scheme Act 1993 is in force in respect of the Player's employment under this contract.
7. The Player shall become or continue to be and during the continuance of his employment hereunder shall remain a member of the League Players' Non-Contributory Benefit Scheme [and a member of the League/PFA Contributory Pension Scheme] and as such (in the latter case shall be liable to make such contribution and in each case) shall be entitled to such benefits and subject to such conditions as are set out in the definitive trust deed or rules of the Scheme.

8. Remuneration

The Player's remuneration shall be:

8.1 Basic Wage:

£perpayable by monthly instalments in arrear
fromto

£perpayable by monthly instalments in arrear
fromto

£perpayable by monthly instalments in arrear
fromto

£perpayable by monthly instalments in arrear
fromto

£perpayable by monthly instalments in arrear
fromto

£perpayable by monthly instalments in arrear
fromto

£perpayable by monthly instalments in arrear
fromto

8.2 Such of the bonuses and incentives as the Player shall be entitled to receive under the terms of the Club's bonus and incentive scheme as are set out below/a copy of which is annexed hereto.

8.3 Any other payments as follows:

9. Insurances (if any) maintained for the benefit of the Player subject to the terms and conditions thereof during currency of this contract the premiums of which are paid by the Club.

Nature of Policy

Amount

10. Benefits (if any) to be provided to the Player during the currency of this contract

11. The Player's normal retirement age is 35 years.

12. The terms and conditions of this contract form part of a number of collective agreements between the Club (through the League) and the Player (through the PFA) affecting the Player's employment and full details thereof are set out in the Code of Practice.

13. (If applicable) The following provisions which are additional or supplemental to those set out in Clause 4 have been agreed between the Club and the Player as referred to in clause 4.11.

14. Any other provisions:

SIGNED by the Player

in the presence of:

(Witness signature)

(Address)

.....

.....

Occupation

SIGNED by (name)

for and on behalf of the Club in the presence of:

(Witness signature)

(Address)

.....

.....

Occupation

Did Player use the services of an Agent yes/no

If yes, name of Agent

Signature of Agent

FA PREMIER LEAGUE AND FOOTBALL LEAGUE CONTRACT

AN AGREEMENT made theday of

between (name)

Of (address)

acting pursuant to Resolution and Authority for and on behalf of
Football Club Limited (hereinafter referred to as "the Club") of the one part and

(name).....

Of (address)

a Football Player (hereinafter referred to as "the Player") of the other part.

WHEREBY it is agreed as follows:-

1. This Agreement shall remain in force until the 30th day of June unless it shall have previously been terminated by substitution of a revised agreement or as hereinafter provided.
2. The Player agrees to play to the best of his ability in all football matches in which he is selected to play for the Club and to attend at any reasonable place for the purpose of training in accordance with instructions given by any duly authorised official of the Club.
3. The Player agrees to attend all matches in which the Club is engaged when directed by any duly authorised official of the Club.
4. The Player shall play football solely for the Club or as authorised by the Club or as required under the Rules of The Football Association and either the Rules of The FA Premier League or the Regulations of The Football League* dependent on the League in which the Club is in membership. The Player undertakes to adhere to the Laws of the Game of Association Football in all matches in which he participates.
5. The Player agrees to observe the Rules of the Club at all times. The Club and the Player shall observe and be subject to the Rules of The Football Association and either the Rules of The FA Premier League or the Regulations of The Football League* as appropriate. In the case of conflict such Rules and Regulations shall take precedence over this Agreement and over Rules of the Club.
6. The Club undertakes to provide the Player at the earliest opportunity with copies of all relevant Football Association Rules and FA Premier League Rules or Football League* Regulations as appropriate, the Club Rules for players and any relevant insurance policy applicable to the Player and to provide any subsequent amendments to all the above.
7. (a) The Player shall not without the written consent of the Club participate professionally in any other sporting or athletic activity. The Player shall at all times have due regard for the necessity of maintaining a high standard of physical fitness and agrees not to indulge in any sport activity or practice that might endanger such fitness. The Player shall not infringe any provision in this regard in any policy of insurance taken out for the Player's benefit or for the benefit of the Club
(b) The Player agrees to make himself available for community and public relations involvement as requested by the Club management, at reasonable times during the period of the contract (e.g. 2/3 hours per week).
8. Any incapacity or sickness shall be reported by the Player to the Club immediately and the Club shall keep a record of any incapacity. The Player shall submit promptly to such medical and dental examinations as the Club may reasonably require and shall undergo, at no expense to himself, such treatment as may be prescribed by the medical or dental advisers of the Club in order to restore the Player to fitness. The Club shall arrange promptly such prescribed treatment and shall ensure that such treatment is undertaken and completed without expense to the Player notwithstanding that this Agreement expires after such treatment has been prescribed
9. Subject to the provisions of Clause 10, in the event that the Player shall become incapacitated by reason of sickness or injury the Club shall, unless provision for the continuation of bonus payments be set out in the Schedule to this Agreement during the period of incapacity, pay to the Player for the first twenty-eight weeks of incapacity the basic wage as specified in the Schedule plus a sum equivalent to the amount of sickness benefit which the Club is able to recoup. After twenty-eight weeks of incapacity the Club shall, unless provision for the continuation of bonus payments be set out in the Schedule to this Agreement, pay to the

Player the basic wage as specified in the Schedule without reduction for any state sickness or injury benefit that he may receive. The provisions of this Clause apply only to the playing season.

The Player agrees to notify the Club of any sickness benefit received after the end of the playing season in order for the Club to deduct the amount from the Player's gross wage.

10. In the event that the Player shall suffer permanent incapacity the Club shall be entitled to serve a notice upon the Player terminating the Agreement. The Player's minimum entitlement shall be to receive 6 months' notice where the Agreement has not more than 3 years to run with an extra month's notice for each year or part year in excess of the said 3 years, provided that the parties shall be able to negotiate a longer period of notice if they so wish.

The notice may be served at any time after:

- (a) the date on which the Player is declared permanently totally disabled in a case where the Player suffers incapacity within the terms of the Football League and/or FA Premier League Personal Accident Insurance Scheme; or
- (b) in any other case, the date on which the incapacity is established by independent medical examination.

Where the player is declared permanently totally disabled under the terms of The Football League and/or FA Premier League Personal Accident Insurance Scheme the Player will be entitled to receive a lump sum disability benefit in accordance with the terms of the relevant policy.

11. (a) The player shall not reside at any place which the Club deems unsuitable for the performance of the Player's duties under this Agreement.
- (b) The Player shall not without the previous consent of the Club be engaged either directly or indirectly in any trade, business or occupation other than employment hereunder.
12. The Player shall be given every opportunity compatible with his obligations under this Agreement to follow courses of further education or vocational training if desired. The Club agrees to give the Footballers' Further Education and Vocational Training Society particulars of any such courses undertaken by the Player.
13. The Player shall permit the Club to photograph the Player as a member of the squad of players and staff of the Club provided that such photographs are for use only as the official photographs of the Club. The Player may, save as otherwise mutually agreed and subject to the overriding obligation contained in the Rules of The Football Association not to bring the game of Association Football into disrepute, contribute to the public media in a responsible manner. The Player shall, whenever circumstances permit, give to the Club reasonable notice of intention to make such contributions to the public media in order to allow representations to be made on behalf of the Club if it so desires.
14. (a) The Player shall not induce or attempt to induce any other Player employed by or registered by the Club, or by any other Club, to leave that employment or cease to be so registered for any reason whatsoever.
- (b) The Club and Player shall arrange all contracts of service and transfers of registration to any other Football Club between themselves.
15. No payment shall be made or received by either the Player or the Club to or from any person or organisation whatsoever as an inducement to win, lose or draw a match except for such payments to be made by the Club to the Player as are specifically provided for in the Schedule to this Agreement.
16. If the Player shall be guilty of serious or persistent misconduct or serious or persistent breach of the Rules of the Club or of the terms and conditions of this Agreement the Club may on giving fourteen days' written notice to the Player terminate this Agreement in accordance with the Rules of The Football Association and either the Rules of The FA Premier League or the Regulations of The Football League* as appropriate and the Club shall notify the Player in writing of the full reasons for the action taken. Such action shall be subject to the Player's right of appeal (exercisable within seven days of the receipt by the Player of such notice and notification of reasons from the Club) as follows:
- (a) he may appeal to the Board of either The FA Premier League or The Football League, dependent on the League in which the Club is in membership, who shall hear the appeal within fourteen days of receipt of the notice of appeal.
 - (b) either the Club or the Player may appeal against the decision of the Board to The Football League* Appeals Committee and such further appeal shall be made within seven days of the receipt of the Board's decision and shall be heard within fourteen days of receipt of the notice of the further appeal.

Any such termination shall be subject to the rights of the parties provided for in the Rules of The FA Premier League or the Regulations of The Football League* as appropriate. The Club may at its discretion waive its rights under this Clause and take action under the provisions of Clause 18.

17. If the Club is guilty of serious or persistent breach of the terms and conditions of this Agreement the Player may on giving fourteen days' written notice to the Club terminate this agreement. The Player shall forward a copy of such notice to The Football Association and either The FA Premier League or The Football League*

- dependent on the League in which the Club is in membership. The Club shall have a right of appeal as set out in Clause 16(a) mutatis mutandis (exercisable within seven days of the receipt by the Club of such notice from the Player) and the Club or Player as the case may be shall have a further right of appeal as set out in Clause 16(b).
18. If the Player is guilty of misconduct or a breach of any of the training or disciplinary rules or lawful instructions of the Club or any of the provisions of this Agreement the Club may either impose a fine not exceeding two weeks' basic wages or order the Player not to attend at the Club for a period not exceeding fourteen days. The Club shall inform the Player in writing of the action taken and full reasons for it and this information shall be recorded in a register held at the Club. The Player shall have a right of appeal as set out in Clause 16(a) (exercisable within seven days of the receipt by the Player of such written notification from the Club) and the Club or the Player as the case may be shall have a further right of appeal as set out in Clause 16(b) of this Agreement. Any penalty imposed by the Club upon the Player shall not become operative until the appeals procedures have been exhausted.
 19. In the event of any grievance in connection with his employment under this Agreement the following procedures shall be available to the Player in the order set out:-
 - (a) the grievance shall be brought informally to the notice of the Manager of the Club in the first instance;
 - (b) formal notice of the grievance may be given in writing to the Manager of the Club;
 - (c) if the grievance is not settled to the Player's satisfaction within fourteen days thereafter formal notice of the grievance may be given in writing to the Secretary of the Club so that it may be considered by the Board of Directors or Committee of the Club or by any duly authorised committee or sub-committee thereof. The matter shall thereupon be dealt with by the Board or Committee at its next convenient meeting and in any event within four weeks of receipt of the notice;
 - (d) if the grievance is not settled by the Club to the Player's satisfaction the Player shall have a right of appeal as set out in Clause 16(a) (exercisable within seven days of the Club notifying the Player of the decision of the Board or Committee) and the Club or the Player as the case may be shall have a further right of appeal as set out in Clause 16(b) of this Agreement.
 20. The Player may if he so desires be represented at any personal hearing of an appeal under this Agreement by an official or member of the Professional Footballers' Association.
 21. Upon the execution of this Agreement the Club shall effect the Registration of the Player with The Football Association and The FA Premier League or The Football League* as appropriate in accordance with their Rules and Regulations. Such Registration may be transferred by mutual consent of the Club and the Player during the currency of this Agreement and this Agreement will be deemed to be terminated (but not so as to affect accrued rights) on the Registration by The Football Association and by The FA Premier League or The Football League* as appropriate of such transfer.
 22. The Rules and Regulations of The FA Premier League and The Football League* as to the re-engagement and transfer of a registration shall apply to the Club and Player both during the currency and after the expiration of this Agreement.
 23. The remuneration of the Player shall be set out in a Schedule attached to this Agreement and signed by the parties. The Schedule shall include all remuneration to which the Player is or may be entitled. In the event of any dispute the remuneration set out in the Schedule shall be conclusively deemed to be the full entitlement of the Player.
 24. The Player shall be entitled to a minimum of four weeks' paid holiday per year, such holiday to be taken at a time which the Club shall determine. The Player shall not participate in professional football during his holiday.
 25. Reference herein to Rules, Regulations or Bye-laws of The Football Association; The FA Premier League, The Football League,* the Club and any other body shall be treated as a reference to those Rules, Regulations and Bye-laws as from time to time amended.
 26. If by the expiry of this Contract the Club has not made the Player an offer of re-engagement or the Player has been granted a Free Transfer under the provisions of The FA Premier League Rules or The Football League* Regulations then he shall continue to receive from his Club as severance payment his weekly basic wage for a period of one month from the expiry date of this Contract or until he signs for another Club whichever period is the shorter provided that where the Player signs for a Club within the month at a reduced basic wage then the old Club shall make up the shortfall in basic wage for the remainder of the month.
 27. The terms and conditions of this Contract shall continue to apply in the event of the Club losing Football League status to join The Football Conference except that the references to "Football League*", in Clauses 4, 5, 6, 16, 17, 21, 25 and 26 shall be deemed to read "The Football Conference" and in Clause 22 the words "The Regulations of The Football League" shall be altered to read "The Rules of The Football Association".
 28. All previous agreements between the Club and Player are hereby cancelled.

SCHEDULE

- (a) The Player's employment with the Club began on theYear
- (b) No employment with a previous employer shall count as part of the Player's continuous period of employment hereunder.
- (c) The Player shall become or continue to be and during the continuance of his employment hereunder shall remain a member of both the Cash Section and the Income Section of the Professional Footballers' Pension Scheme unless he notifies the Scheme Administrator in writing that he wishes to opt out of one or both of the sections. In respect of the Income Section he shall be liable to pay 3.75% of Basic Wage in each Scheme Year or such other amount as he notifies the Scheme Administrator in writing, subject to Revenue limits. In respect of both sections he shall be entitled to such benefits on such conditions as are set out in the Scheme's definitive trust deed and rules as amended from time to time.
 The Player further agrees that the Club may disclose his name, address, gender, date of birth, National Insurance number, salary information and dates of commencement and termination of employment to the League and the Administrators of the Scheme for the purpose of facilitating the administration of the Scheme.
- (d) A contracting out certificate is not in force in respect of the Player's employment under this Agreement.
- (e) Basic Wage
 £per week fromto
 £per week fromto
 £per week fromto
 £per week fromto
- (f) Any other provisions:-

Signed by the saidPlayer
 andClub Signatory

in the presence of

(Signature)

(Occupation)

(Position)

(Address)

.....

Did Player use the services of a Players' Agent Yes/No

If yes, name of Agent.....

Signature of Agent

FOOTBALL PLAYERS CONTRACT

AN AGREEMENT made theday ofYear
 between (name)
 of (address).....

.....
 the Secretary/Chairman of and acting pursuant to Resolution and Authority for and on behalf of
Football Club Company Registration No.....if applicable
 (hereinafter referred to as 'the Club') of the one part and

(name)
 of (address).....

.....
 Football Player (hereinafter referred to as "the Player") of the other part.

WHEREBY it is agreed as follows:-

1. This Agreement shall remain in force from the date hereof until the first Saturday in May..... or the date of the last League or Cup match of the Club's first team, whichever is the later, (hereinafter called 'the initial period of employment') unless the initial period of employment shall be terminated by substitution of a revised agreement or as hereinafter provided.
2. The Player agrees to play to the best of his ability in all football matches in which he is selected to play for the Club and to attend at any reasonable place and time for the purpose of or in connection with training as a football player in accordance with instructions given by any duly authorised official of the Club. Any special arrangements between the Club and the Player shall be agreed in writing between the parties hereto.
3. The Player agrees to attend all matches in which the Club is engaged when directed by any duly authorised official of the Club.
4. The Player shall play Association Football solely for the Club or as authorised by any duly authorised official of the Club or as required under the Rules and Regulations of The Football Association (hereinafter called 'The Association') and the League(s) of which the Club is a member. The Player undertakes to observe and be subject to the Laws of the Game of Association Football in all matches in which he participates.
5. The Player agrees at all times to observe and be subject to the Rules of the Club (if any) (hereinafter called 'Club Rules') a copy of which is attached hereto. The Club and the Player shall observe and be subject to the Rules of The Association and the League(s) of which the Club is a member. In the case of conflict between Rules then the Rules of The Association shall take precedence over this Agreement and over the Rules of the Club.
6. The Club shall make available for reference to the Player copies of all relevant Rules of The Association, and of the League(s) of which the Club is a member and the requirements of any Insurance Policy applicable to the Player as well as any subsequent amendments together with any amendment to this Agreement.
7. The Player shall not without the written consent of the Club participate professionally in any other sporting or athletic activity. The Player shall do everything necessary to get and keep in the best possible condition so as to render the most efficient service to the Club. The Player agrees not to indulge in any sport, activity or practice that might endanger his fitness. The Player shall not infringe any provision in this regard in any Policy of Insurance taken out for the Player's benefit or for the benefit of the Club and shall not take part in any pastime which may render such insurance void or voidable.
8. (a) Any incapacity or sickness shall be reported by the Player to the Club immediately and if this employment is or becomes the Player's primary employment:
 - (i) the Player must notify the Club of his expected date of return and if the Player is unable to attend the Club for training or matches due to sickness or injury for any period exceeding 3 days the Player must complete a self certification form for the payment of his salary during illness.
 - (ii) if the Player's incapacity continues for more than seven days (including weekends) the Player must obtain a certificate from a registered Practitioner or Hospital and send it to the Club without delay. If requested by the Club the Player must send a Medical Certificate for each week of absence thereafter.
- (b) The Player shall submit promptly to such medical and/or dental examinations as the Club may reasonably require and shall submit to such treatment as may be prescribed and provided by the medical and/or dental advisers to the Club. The Club shall arrange promptly such prescribed treatment and shall ensure that such treatment is undertaken and completed.

9. Subject to the provisions of Clause 10, in the event that the Player shall become incapacitated by reason of injury sustained whilst playing or training for the Club or sickness the Club shall, unless special provision be set out in the Schedule to this Agreement, during the period of incapacity pay to the Player the basic wage as specified in the Schedule. In the event that the Player shall become so injured, other than whilst playing or training for the Club, then unless this employment is or becomes the Player's primary employment it shall be in the discretion of the Club after a period of two weeks from the date the injury was sustained as to whether or not to pay the Player the basic wage until such time as he is able to train fully with the rest of the Club's Players.
10. In the event that the Player shall suffer permanent incapacity in any circumstances, then the Club shall be entitled to serve notice upon the Player terminating the Agreement. The Player's minimum entitlement shall be to receive three months' notice where the Agreement has not more than 3 years to run with an extra month's notice for each year or part year in excess of the said three years. Provided that the parties shall be able to negotiate a longer period of notice if they so wish or reach a mutually agreed settlement. Such notice may be served at any time after (a) the date on which the Player is declared permanently incapacitated in a case where the Player suffers incapacity within the terms of a League personal accident insurance scheme, or (b) in any other case, the date on which the permanent incapacity is established by independent medical examination.
11. The player shall not engage in any business or reside at any place other than that agreed at the date of this Agreement which the Club reasonably deems unsuitable for the performance of the duties under this Agreement.
12. If this employment is or becomes the Player's primary employment and:-
 - (a) the Player is retained by the club at the end of the playing season then the Player shall be entitled to four weeks' holiday during the close season, and
 - (b) the Player shall be given every opportunity compatible with his obligations under this Agreement to follow courses of further education or vocational training if he so desires.
13. The Player shall permit the Club to photograph him as a member of the squad of players and/or staff of the Club provided that such photographs are for use only as the official photographs of the Club. The Player may, save as otherwise mutually agreed, and subject to the overriding obligation not to bring the game of Association Football or the Club into disrepute, contribute to the public media in a responsible manner. The Player shall, whenever circumstances permit, give to the Club reasonable notice of his intention to make such contributions to the public media in order to allow representation to be made to him on behalf of the Club if it so desires.
14. The Player shall not induce or attempt to induce either directly or indirectly, any other player employed by or registered by the Club or by any other Football Club to leave that employment or cease to be so registered for any reason whatsoever.
15. No payment shall be made or received by either the Player or the Club to or from any person or organisation whatsoever as an inducement to win, lose or draw a match, except for such payments to be made by the Club to the Player as are specifically provided for in the Schedule under.
16. If the Player shall be guilty of serious or persistent misconduct or serious or persistent breach of the Rules of the Club or terms and conditions of this Agreement the Club may on giving 14 days' notice to the Player terminate this Agreement with or without prejudice to its right to a transfer fee in accordance with the Rules of The Association and the Rules of the League(s) in which the Club's first team plays and the Club shall notify the Player, the League(s) and The Association of the reason for the notice being given. Such action shall be subject to the Player's right of appeal, exercisable within 7 days of the receipt by the Player of such notice and notification of reasons from the Club, as follows:
 - (a) he may appeal to the Management Committee of the more Senior League of which the Club is a member who shall hear the appeal within 14 days of receipt of the notice of appeal;
 - (b) either the Club or the Player may appeal against the decision of the Management Committee to the League Appeals Committee as defined in the Rules of The Association and such appeal shall be made in accordance with the Rules of the said League.The Club may at its discretion waive its rights under this Clause and take action under the provisions of Clause 18.
17. If the Club shall commit a serious or persistent breach of the terms and conditions of this Agreement, the Player may terminate this Agreement on giving 14 days' notice to the Club and to The Association and to the League(s) in which the Club's first team participate. The Club shall have the right of appeal as set out in Clause 16(a) mutatis mutandis (exercisable within 7 days of the receipt by the Club of such notice from the Player) and the Club or Player as the case may be shall have a further right of appeal as set out in Clause 16(b).

18. If the Player is guilty of misconduct or a breach of any of the training or disciplinary rules or lawful instructions of the Club or any of the provisions of this Agreement, the Club may impose a fine not exceeding 2 weeks' basic wages as set out in the Schedule hereto or order the Player not to attend at the Club for a period not exceeding 14 days and shall state whether or not the Player shall receive the basic wages during the period that the Player is ordered not to attend at the Club. The Club shall inform the Player, The Association and the League(s) in which the Club's first team participate in writing of the action taken and the reasons. The Player shall have the right of appeal as set out in Clause 16(a) mutatis mutandis (exercisable within 7 days of the receipt by the Player of such notice from the Club) and the Club or the Player as the case may be shall have a further right of appeal as set out in Clause 16(b).

Any penalty imposed by the Club upon the Player shall not be operative until the appeals procedures have been completely exhausted.

19. In the event of any grievance in connection with his employment under this Agreement the following procedures shall be available to the Player in the order set out:
- (a) the grievance shall be brought informally to the notice of the Manager of the Club in the first instance
 - (b) formal notice of the grievance may be given in writing to the Manager of the Club
 - (c) if the grievance is not settled to the Player's satisfaction within 14 days thereafter formal notice of the grievance may be given in writing to the Secretary of the Club so that it may be considered by the Board of Directors or Committee of the Club or by any duly authorised committee or sub-committee thereof. The matter shall thereupon be dealt with by the Board or Committee at its next convenient meeting and in any event within four weeks of receipt of the notice
 - (d) if the grievance is not settled by the Club to the Player's satisfaction the Player shall have a right of appeal as set out in Clause 16(a) (exercisable within 7 days of the Club notifying the Player of the decision of the Board or Committee) and the Club or the Player as the case may be shall have a further right of appeal as set out in Clause 16(b) of this Agreement.
20. The Player may if he so desires be represented at any personal hearing of any appeal under this Agreement by an official or member of the Professional Footballers' Association.
21. This Agreement may be terminated at any time by mutual consent of both the Club and the Player.
22. Upon the execution of this Agreement the Club shall effect the Registration of the Player with The Association and the League(s) of which the Club is a member in accordance with their Rules. Such Registration may be transferred by mutual consent of the Club and the Player during the currency of this Agreement and this Agreement will be deemed to be terminated on the registration by The Association of such transfer.
23. As agreed in Clause 1 this Agreement (subject to the Rules of The Association) shall cease and terminate on the first Saturday in May or the date of the last League or Cup match of the Club's first team whichever is the later unless either:
- (a) this Agreement shall have previously been determined in accordance with the provisions of one or other of Clause 16, 17, 21 or 22 hereinafter set forth; or
 - (b) the Club shall have within 7 days of the first Saturday in May or the date of the last League or Cup match of the Club's first team whichever is the later by notice in writing to the Player (by registered or recorded post or a written acknowledgement being otherwise obtained) and to the Association indicated that the Club either offers a further re-engagement to the Player or if appropriate exercises the option contained in the Schedule hereto.
- (i) If the notice offers re-engagement the notice shall specify the terms and conditions which the Club is prepared to agree shall apply during the period of re-engagement.

Such terms and conditions must be the same or not less favourable overall than those which applied during the initial period of employment or the option period (if applicable). The Player must notify in writing the Club holding his registration within twenty-eight (28) days of receipt of the said notice whether or not the Player accepts its offer of re-engagement. If the Player rejects the offer of re-engagement, the Player is immediately free to negotiate with another Club, subject to the right of the Club holding his registration to receive compensation. If the Player does not reply in writing to the Club's offer of re-engagement within the period of twenty-eight (28) days referred to above then the Player shall, at the expiry of the period of twenty-eight (28) days, be free to negotiate with another Club, subject to the right of the club holding his registration to receive compensation. The Club's compensation rights shall not be affected in either event unless the player has reached the age of 24 by the 30th June in any year and whose contract has expired when no compensation fee will be payable to his former Club. The existing Agreement shall continue and have full force and effect between the parties on the same terms and conditions as those pertaining prior to the expiration of the initial period of employment or the option period, if appropriate, and the Player will continue to train and play as

instructed by the Club up until thirty-first (31st) August or the date on which he registers for another Club, whichever is the sooner. In the event of the Player continuing to play for the Club after thirty-first (31st) August a week to week agreement must be completed and submitted to The Association under which the Player will continue to be paid in accordance with the terms of the existing Agreement.

In the event of the Player signing for another Club and that other Club being unable to reach agreement on the payment of a compensation fee to the Club holding the Player's registration in pursuance of the existing Agreement then such fee shall be dealt with by the Appeals Committee appointed by The Association in accordance with its Rules.

- (ii) If the notice exercises the option contained in the Schedule hereto on the same or not less favourable terms and conditions overall as in this Agreement but excluding the option provision and so that such further period (herein called "the option period") shall not be for longer in extent than that of the initial period of employment then this Agreement shall continue in full force and effect, save and except paragraph (c) of the Schedule, as between the parties hereto and shall terminate on the last day of the option period unless either:

this Agreement shall have been terminated previously in accordance with the provisions of one or other of Clauses 16, 17, 21 or 22 hereinbefore set forth; or the Club shall have offered a period of re-engagement to the Player in accordance with the provisions of sub-Clause (b)(i) hereof as if the same were here set out mutatis mutandis.

- (iii) In the event of the option contained in the Schedule hereto being exercised or an offer of re-engagement being made in accordance with this Clause the Club and Player may agree for a basic wage to continue to be paid during the close season as provided for in paragraph (d) in the Schedule to this Agreement.

24. The remuneration of the Player shall be set out in the Schedule attached to this Agreement and signed by the parties. The Schedule shall include all remuneration to which the Player is or may be entitled. In the event of any dispute the remuneration set out in the Schedule shall be conclusively deemed to be the full entitlement of the Player.
25. Reference herein to Rules of the League of which the Club is a member. The Association, the Club and any other body shall be treated as a reference to those Rules as from time to time amended.
26. All Previous Agreements between the Club and Player are hereby cancelled.
27. All notices required to be given by the provision of this Agreement shall be so given, unless otherwise provided herein, by first class prepaid post to the last known address of the addressee.

SCHEDULE

(a) Basic Wage

£per week fromto.....

£per week fromto.....

£per week fromto.....

£per week fromto.....

(b) Other Financial Provisions

(c) (Delete if not applicable)

It is mutually agreed that an option of..... year/years (herein called 'the option period') he included in the Agreement, exercisable in accordance with provisions of Clause 23(b)(ii).

(d) (Delete if not applicable)

It is mutually agreed that in the event of an offer of re-engagement being made in accordance with Clause 23(b)(i) or the option contained herein being exercised in accordance with Clause 23(b)(ii) a basic wage of £.....per week (this cannot be higher than the basic wage set out in Clause (a) of this Schedule) will be paid after the first Saturday in Mayor the date of the last League or Cup match of the Club's first team, whichever is the later, up to the commencement of the following season.

(e) (Delete if not applicable)

The Player shall attend any meetings or promotional activities at any time on reasonable notice being given by any duly authorised Official of the Club provided that such meetings or promotional activities do not conflict with the Player's duties in his primary employment.

As witness the hands of the parties hereto the day and year first above mentioned

Signed by the saidPlayer

andSecretary/Chairman

in the presence of

(Signature)

(Address).....

Did Player use the services of a Players' Agent Yes/No

If yes, name of Agent.....

Signature of Agent

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form G(4)

REGISTRATION OF A PLAYER ON A SCHOLARSHIP

Player's Surname Forename(s)

Present Postal Address

Place of Birth* Date of Birth Nationality

National Insurance Number

Club for which Player last played or registered

(A Clearance is required if the Player last played or registered for a Club affiliated to another National Association)

I hereby desire to be registered as a Player under written contract by the

..... Football Club

from to

and I undertake to observe the Rules of The Football Association, and the Rules of The FA Premier League or the Regulations of The Football League dependent on the League in which the Club is in membership.

Signed by the said Player in the presence of:-

Signature Signature
of Witness of Player*

Address * I certify that the above information is correct and I consent to the
of Witness information that I have provided on this form being used in the
..... manner set out in The Football Association Limited Privacy
..... Statement

..... Date

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of disseminating that information into the public domain for reporting purposes.

I, (Name in full) of
(address), being

the parent/guardian of the above named Player who is not on the roll of a school hereby consent to his signing
as a Player on a scholarship for the Football Club

On behalf of the Football Club,

I request you to register as a Player on a scholarship
(no monetary or material inducement except as allowed under the Rules and Regulations has been given as
promised to the boy or his parents).

Date Club Signatory

Address

Did the Club use the services of an agent..... Yes/No (delete as applicable)

Did the player use the services of an agent..... Yes/No (delete as applicable)

*A copy of the Player's Birth Certificate must accompany this form

£1.00 is charged for this form. It must be accompanied by a copy of the agreement entered into by the Club and the Player

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form G(4)

REGISTRATION OF A PLAYER ON A SCHOLARSHIP

I hereby certify that I have this day registered.....

as a player under written contract for..... Football Club

from to

Date Signed

FA/FAPL/FL

THE FOOTBALL ASSOCIATION PREMIER LEAGUE AND THE FOOTBALL LEAGUE SCHOLARSHIP AGREEMENT

AN AGREEMENT made the [day] day of [month and year]

Between [club company name] whose registered office is at [address] (hereinafter called "the Club") of the one part and [Scholar's full name] of [address] (hereinafter called "the Scholar") of the other part

WHEREBY it is agreed as follows:

1. Definitions and Interpretation

1.1 The words and phrases below shall have the following meanings:

"**Authorised Games**" shall have the meaning set out in the League Rules;

"**the Board**" shall mean the board of directors of the Club for the time being or any duly authorised committee of such board of directors;

"**the Club Rules**" shall mean the rules or regulations affecting the Scholar from time to time in force and published by the Club;

"**Education Programme**" shall mean the programme of education provided by the Club being either the advanced apprenticeship framework for sporting excellence (AASE) or any other programme of education approved in writing by the League in conjunction with the PFA;

"**the FA**" shall mean The Football Association Limited;

"**the FA Rules**" shall mean the rules and regulations from time to time in force of the FA;

"**Football Development Programme**" shall mean the programme of football training provided by the Club including the Scholar's participation in Authorised Games;

"**Gross Misconduct**" shall mean serious or persistent conduct, behaviour, activity or omission by the Scholar involving one or more of the following:

- (a) theft or fraud;
- (b) deliberate and serious damage to the Club's property;
- (c) use or possession of or trafficking in a Prohibited Substance;
- (d) incapacity through alcohol affecting the Scholar's performance as a player;
- (e) breach of or failure to comply with any of the terms of this agreement

or such other similar or equivalent serious or persistent conduct, behaviour, activity or omission by the Scholar which the Board reasonably considers to amount to gross misconduct;

"**the League**" shall mean the football league of which the Club is a member from time to time;

"**the League Rules**" shall mean the rules or regulations from time to time in force of the League;

"**Parent**" means a person who has parental responsibility for the Scholar;

"**PFA**" shall mean the Professional Footballers Association;

"**Player**" shall have the meaning set out in the League Rules;

"**Prohibited Substance**" shall have the meaning set out in the FA Rules;

"**the Rules**" shall mean the FA Rules, the League Rules and the Club Rules.

1.2 For the purpose of this agreement and provided the context so permits, the singular shall include the plural and vice versa and any gender includes any other gender.

2. Purpose

2.1 The purpose of this agreement is to provide the Scholar's final period of preparation for possible future employment as a professional association football player.

2.2 For the avoidance of doubt, nothing in this agreement shall give rise to a contract of employment or a contract of service.

3. Duration

3.1 Subject as hereinafter provided, this agreement shall remain in force from the date set out in Schedule One for two years.

3.2 If during the currency of this agreement the Club wishes to offer the Scholar an employment contract as a professional footballer it may only do so on the condition that the Scholar continues his Education Programme.

4. Extension of Agreement

- 4.1 If by reason of illness or injury the Scholar is prevented from participating in the Football Development Programme for a period in excess of five weeks (hereafter "the excess period"):
- 4.1.1 the duration of this agreement shall be extended by the length of the excess period or, if earlier, until the Scholar's nineteenth birthday; and
- 4.1.2 within fourteen days of the end of the excess period the Club shall give written notice to the League and to the FA indicating the date to which the duration of the agreement is extended.
- 4.2 The Club shall be entitled to extend the duration of this agreement by one year by giving to the Scholar written notice to that effect on or before the third Saturday in May in the second year of the agreement and a copy of any such notice shall be sent to the League and to the FA within fourteen days of the date on which it was given.

5. Obligations of the Scholar

5.1 The Scholar shall:

- 5.1.1 participate in the Football Development Programme and the Education Programme;
- 5.1.2 when directed by an authorised official of the Club:
- 5.1.2.1 attend at any reasonable place for the purposes of and to participate in training and match preparation;
- 5.1.2.2 play in any Authorised Games in which he is selected to play for the Club;
- 5.1.2.3 attend other matches in which the Club is engaged;
- 5.1.3 train and play to the best of his skill and ability at all times;
- 5.1.4 except to the extent prevented by injury or illness, maintain a high standard of physical fitness at all times;
- 5.1.5 observe the Laws of the Game when playing football;
- 5.1.6 observe the Rules but in the case of the Club Rules to the extent only that they do not conflict with or seek to vary the express terms of this agreement;
- 5.1.7 submit promptly to such medical and dental examinations as the Club may reasonably require and undergo such treatment as may be prescribed by the medical or dental advisers of the Club and/or the Club's insurers;
- 5.1.8 permit the Club to photograph him individually or as a member of a squad of players and staff of the Club provided that such photographs are for use as the official photographs of the Club;
- 5.1.9 comply with and act in accordance with all lawful instructions of any authorised official of the Club;

- 5.2 Subject to Clause 5.3.4 below, the Scholar may contribute to the media in a responsible manner but whenever circumstances permit the Scholar shall give to the Club reasonable notice of his intention to make any contribution to the public media in order to allow representations to be made to him on behalf of the Club if it so desires.

5.3 The Scholar shall not:

- 5.3.1 reside at any place which the Club reasonably deems unsuitable for the performance of his obligations under this agreement;
- 5.3.2 undertake or be engaged in any employment or be engaged or involved in any trade, business or occupation;
- 5.3.3 indulge in any activity or practice which might endanger his fitness or inhibit his mental or physical ability to train or play or which might cause to be void or voidable any policy of insurance provided for the Scholar by the Club in compliance with the Rules;
- 5.3.4 knowingly or recklessly do, write or say anything which is likely to bring the Club or the game of football into disrepute.

6. Obligations of the Club

The Club shall:

- 6.1 provide the Football Development Programme and the Education Programme;
- 6.2 observe the Rules, save that the FA Rules and League Rules shall take precedence over the Club Rules;
- 6.3 pay to the Scholar throughout the duration of this agreement (and during agreed holiday periods) by the award of a bursary a sum equal to the basic allowance which by virtue of the League Rules he is entitled to receive as more particularly set out in Schedule One provided that if the Scholar is unable to fulfil his commitments under the agreement for any reason for a period in excess of three weeks then after such three week period the payment of the bursary shall be suspended and shall only recommence when the Scholar is able to recommence his commitments;

-
- 6.4 provide the Scholar each year with copies of all the Rules which affect the Scholar and the terms and conditions of the policy of insurance referred to in clause 5.3.3;
 - 6.5 arrange promptly such medical and dental examinations and treatment as may be prescribed by the medical or dental advisors of the Club in respect of any injury to or illness of the Scholar and shall ensure that any such treatment for any football related injury is undertaken and completed without expense to the Scholar notwithstanding that this agreement expires after such treatment is prescribed;
 - 6.6 comply with all relevant statutory provisions relating to industrial injury and any regulations made pursuant thereto; and
 - 6.7 on or before the third Saturday in May in the final year of this agreement give written notice to the Scholar indicating whether or not upon the expiry of this agreement it intends offering to the Scholar a professional contract and if so setting out the terms thereof;
- 7. Illness and Injury**
- 7.1 Any injury to or illness of the Scholar shall be reported by him or on his behalf to the Club immediately and the Club shall keep a record of such illness or injury.
- 8. Permanent Incapacity**
- 8.1 In the event that the Scholar shall be permanently incapacitated the Club shall be entitled to serve a notice upon the Scholar terminating this agreement;
 - 8.2 the minimum length of such notice shall be three months;
 - 8.3 the notice may be served at any time after: -
 - 8.3.1 the Scholar is declared to suffer from Permanent Total Disablement as defined in the League's personal accident insurance scheme; or
 - 8.3.2 an appropriately qualified independent medical consultant (the identity of whom shall be agreed between the Club and the Scholar, each acting reasonably, save that in the event that the parties are unable to agree, such individual as shall be appointed by the President or next available officer of the Royal College of Surgeons) certifies that the Scholar has suffered permanent incapacity.
- 9. Disciplinary Procedure**
- 9.1 The Club shall operate the disciplinary procedure set out in Schedule Two hereto in relation to any allegation that there has been a breach of or failure to observe the terms of this agreement or the Rules.
- 10. Termination by the Club**
- 10.1 The Club shall be entitled to terminate this agreement by fourteen days' notice in writing to the Scholar if after due investigation and enquiry it is reasonably satisfied that he:
 - 10.1.1 shall be guilty of Gross Misconduct; or
 - 10.1.2 has failed to heed any final written warning given under the provisions of Schedule Two hereto; or
 - 10.1.3 is convicted of any criminal offence where the punishment consists of an immediate custodial sentence of or exceeding three months.
 - 10.2 There shall be included in any such notice full particulars of the Club's reasons for terminating the agreement and a copy of it shall be sent to the League, the FA and the PFA.
 - 10.3 Within seven days of receiving a termination notice the Scholar by written notice served on the Club and the League may appeal against the decision of the Club to the League in accordance with the League Rules and the parties shall seek to ensure that such appeal shall be heard within a further 28 days.
 - 10.4 If the Scholar exercises his right of appeal the termination of this agreement shall not become effective unless and until it shall have been determined that the Club was entitled to terminate the agreement pursuant to clause 10.1. Pending such determination the Club may suspend the Scholar.
 - 10.5 Any such termination shall be subject to the rights of the parties provided for in the League Rules.
- 11. Grievance Procedure**
- 11.1 In the event of any grievance in connection with his education under this agreement and/or its operation the following procedures shall be available to the Scholar in the order set out: -
 - 11.1.1 the grievance shall in the first instance be brought informally to the notice of such person as the Club identifies as the person dealing with grievances, failing which to any member of the Club's youth management;
 - 11.1.2 if the grievance is not settled to the Scholar's satisfaction within 14 days thereafter formal notice of the grievance may be given in writing to the Secretary of the Club requiring it to be considered by the Board. The matter shall thereupon be dealt with by the Board at its next convenient meeting and in any event within 4 weeks of receipt of the notice;

- 11.1.2 if the grievance is not settled by the Club to the Scholar's satisfaction the Scholar shall have a right of appeal to the League exercisable within 7 days of receipt by the Scholar of written notice of the decision of the Board by notice in writing to the Club and the League and such appeal shall be determined in accordance with the League Rules.

12 Termination by the Scholar

- 12.1 The Scholar shall be entitled to terminate this agreement by fourteen days' notice in writing to the Club if the Club shall be guilty of serious or persistent breach of the terms and conditions of this agreement.
- 12.2 There shall be included in any such notice full particulars of the Scholar's reasons for terminating the agreement and a copy of it shall be sent to the League, the FA and the PFA.
- 12.3 Within seven days of receiving a termination notice the Club by written notice served on the Scholar and the League may appeal against the termination and the appeal shall be determined in accordance with the League Rules and the parties shall seek to ensure that such appeal shall be heard within a further 28 days.
- 12.4 If the Club exercises its right of appeal the termination of this agreement shall not become effective unless and until it shall have been determined that the Scholar was entitled to terminate the agreement pursuant to clause 12.1.
- 12.5 Any such termination shall be subject to the rights of the parties provided for in the League Rules.

13 Cancellation of Registration

- 13.1 At any time during the currency of this agreement the Scholar without giving any reason therefore may apply to the Club for cancellation of his registration, whereupon the Club shall complete and sign a mutual cancellation notification in accordance with the League Rules whereupon this agreement shall terminate.
- 13.2 In consequence of such a termination, the Scholar shall not be permitted by the League to be registered as a Player until the expiry of two years from its effective date unless either
- 13.2.1 the Club gives its written consent; or
- 13.2.2 the Club has received compensation for the training and development of the Scholar in accordance with the League Rules.

14 Holidays

- 14.1 The Scholar shall be entitled to five weeks holiday a year, to be taken at a time or times as shall be determined by the Club.

15. Miscellaneous

- 15.1 This agreement constitutes the entire agreement between the Club and the Scholar and supersedes any and all preceding agreements between the Club and the Scholar.
- 15.2 For the purposes of the Data Protection Act 1998 the Scholar consents to the Club processing Personal Data including Sensitive Personal Data (both as defined in the said Act) about the Scholar and using it for all relevant administrative and statistical purposes connected with the Scholar's education and potential future in professional football and sharing such Data with the League, the FA, the PFA and any relevant training body for the same purposes.

16. Jurisdiction and Law

- 16.1 This agreement shall be governed by and construed in accordance with English law and the parties submit to the non-exclusive jurisdiction of the English courts.

SCHEDULE ONE

SCHOLARSHIP ALLOWANCE

The Scholarship with the Club runs from the ().

The allowance payable by virtue of Clause 6.3 of this agreement is as follows:

£per week fromto.....
£per week fromto.....
£per week fromto.....

If the agreement is extended pursuant to the exercise by the Club of the option set out in Clause 4.2, the rate of allowance will be as follows:

£per week fromto.....

The Club shall reimburse to the Scholar legitimate travel expenses incurred, provided such costs represent the most economical and convenient mode of transport.

Any other provisions:

SCHEDULE TWO DISCIPLINARY PROCEDURE AND PENALTIES

1. Introduction

The disciplinary procedure aims to ensure that the Club behaves fairly in investigating and dealing with allegations of unacceptable conduct with a view to helping and encouraging all Scholars to achieve and maintain appropriate standards of conduct and performance. The Club nevertheless reserves the right to depart from the precise requirements of its disciplinary procedure where the Club considers it expedient to do so and where the Scholar's resulting treatment is no less fair.

2. Records

All cases of disciplinary action under this procedure will be recorded and placed in the Club's records until deleted in accordance with paragraph 4.2. A copy of the Club's disciplinary records concerning the Scholar will be supplied to the Scholar at his request.

3. The Procedure

The following steps will be taken as appropriate in all cases of disciplinary action

3.1 Investigation

No action will be taken before a proper investigation has been undertaken by the Club into the matter complained of. If the Club determines the same to be appropriate the Club may by written notice suspend the Scholar for up to fourteen days while the investigation takes place. If the Scholar is so suspended this agreement will continue together with all the Scholar's rights under it except that during the period of suspension the Scholar will not be entitled to access to any of the Club's premises except at the prior request or with the prior consent of the Club and subject to such conditions as the Club may impose. The decision to suspend the Scholar will be notified in writing to the Scholar by the Club.

3.2 Disciplinary Hearing

3.2.1 If the Club decides to hold a disciplinary hearing about the matter complained of the Scholar will be given full details in writing of the complaint against him and reasonable notice of the date and time of the hearing. At the hearing the Scholar will be given an opportunity to state his case either personally, through his representative or the PFA.

3.2.2 Subject as provided in paragraph 3.2.3 no disciplinary penalty will be imposed without first giving the Scholar the opportunity to state his case.

3.2.3 A disciplinary hearing may proceed in the Scholar's absence and a disciplinary penalty may be imposed if he fails to appear at such hearing after having received proper notice thereof.

3.3 Appeals

3.3.1 The Scholar shall have a right of appeal to the Board against any disciplinary decision. The Scholar should inform the Board in writing of his wish to appeal within seven days of the date of notification to him of the decision which forms the subject of such appeal. The Board will conduct an appeal hearing as soon as possible thereafter at which the Scholar will be given a further opportunity to state his case either personally or through his representative. The decision of the Board will be notified to the Scholar in writing within seven days and subject to paragraph 3.3.2 will be final and binding under this procedure.

3.3.2 In the event of any sanction being imposed or confirmed in excess of an oral warning the Scholar may by notice in writing served on the Club and the League within seven days of receipt by the Scholar of written notification of the decision of the Board appeal against it to the League and such appeal shall be determined in accordance with the League Rules.

3.3.3 If the Scholar exercises any right of appeal as aforesaid any sanction imposed by the Club upon the Scholar shall not take effect until the appeal has been determined and the sanction confirmed, varied or revoked as the case may be.

4. Disciplinary Penalties and Termination

4.1 At a disciplinary hearing or on an appeal to the Board against a disciplinary decision the Club may dismiss the allegation or if it is proved to the Club's satisfaction may:

4.1.1 give an oral warning, a formal written warning or after a previous warning or warnings a final written warning to the Scholar;

4.1.2 impose a fine not exceeding the amount of the basic allowance for a period of up to two weeks;

4.1.3 order the Scholar not to attend at any of the Club's premises for such period as the Club thinks fit not exceeding two weeks; or

4.1.4 where the circumstances set out in Clause 10.1 of this agreement apply, terminate this agreement.

4.2 Any warning or sanction given under this disciplinary procedure will be deleted in the Club's records after twelve months.

Signed by the said Scholar
and For and on behalf of the Club
the Parent or Guardian of the Scholar
(Signature)
(Occupation)
(Position)
(Address)
.....

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form H1

TRANSFER OF THE REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT

I am at present a Player under Written Contract withFC
and desire The Transfer of my Registration toFC
Signature of Player*.....
Address.....

.....
Date.....

*I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement.

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of disseminating that information into the public domain for reporting purposes.

I desire the Transfer of the Registration ofFrom FC
toFC
Club Signatory.....
Address.....
.....
Date

I assent to the Transfer of the Registration ofFrom FC
toFC
Club Signatory.....
Address.....
.....
Date

Did the Player use the services of an agent Yes/No
Did the selling Club use the services of an agent Yes/No
If yes, name of agent:
Signature of agent:
Did the buying Club use the services of an agent Yes/No
If yes, name of Agent:
Signature of Agent:

£1.00 is charged for this form. Registration Form G.1 or G.2 and a copy of the Player's Agreement must accompany this form.

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form H1

TRANSFER OF THE REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT

I hereby certify that I have this day transferred the Registration of
FromFC to
SignedSigned
Date

THE FOOTBALL ASSOCIATION/THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE/
THE SCOTTISH FOOTBALL LEAGUE/THE IRISH FOOTBALL LEAGUE/ THE FOOTBALL LEAGUE OF IRELAND
(Delete as necessary)

THE FOOTBALL ASSOCIATION

Season _____ Form H

TRANSFER OF THE REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT FROM ONE CLUB TO ANOTHER

TO THE FOOTBALL ASSOCIATION, 25 Soho Square, London W1D 4FA

I am at present a Player under Written Contract withFC

and Registered with The Football Association, and desire the permission of the Council of The Football Association for my Registration to be transferred to theFC

Signature of Player*.....FC

Postal Address.....FC

.....FC

Date.....FC

*I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement.

I desire the Transfer of the Registration ofFrom FC toFC

Signature of Secretary.....FC

Address.....FC

.....FC

I assent to the Transfer of the Registration ofFootball Club being transferred fromFootball Club toFootball Club

Signature of Secretary.....Football Club

Address.....Football Club

.....Football Club

Date.....Football Club

.....Football Club

Did the Player use the services of a Player's Agent Yes/No

If yes, name of Agent:.....

Signature of Agent:.....

Did the buying Club use the services of a Player's Agent Yes/No

If yes, name of Agent:.....

Signature of Agent:.....

£1.00 is charged for this form. Registration Form G.1 or G.2 and a copy of the Player's Agreement must accompany this form. All forms must be sent to: The Football Association, 25 Soho Square, London W1D 4FA.

THE FOOTBALL ASSOCIATION

Form H

TRANSFER OF THE REGISTRATION OF A PLAYER UNDER WRITTEN CONTRACT

I hereby certify that I have this day transferred the Registration of

FromFC to.....FC

DateThe Football Association

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form H2

**TEMPORARY TRANSFER OF REGISTRATION OF A CONTRACT PLAYER
FROM ONE CLUB TO ANOTHER**

1. It is hereby agreed that the League Registration of
(hereinafter referred to as the Player) be temporarily transferred fromFC toFC
for the periodto.....
2. During such period the Player will be paid byFC
as follows:
(a) Basic Wageper week.
(b) Other financial provisions:
3. It is agreed that during the period of the loan the Player will not participate in either The Football Association Challenge Cup Competition or the Football League Cup Competition without the prior written permission of the loaning Club. (Clubs are advised to record any such permission in Clause 6 below.)
4. During the period of the loan the Player will be subject to the regulations and discipline of the loanee Club, in accordance with the Rules of the FA Premier League or the Regulations of the Football League, dependent on the League in which the Club is in membership and will be covered under and in accordance with the terms of the private medical scheme ofFC
5. At the end of the stated period the Player's registration will automatically revert toFC
6. Any other provisions

N.B. Any other attached appendices must be countersigned by all three parties.

7. Signed on behalf ofFC
.....Club SignatoryDate
Signed on behalf ofFC
.....Club SignatoryDate
Signed by Player*Date

*I certify that the above information is correct and I consent to the information that I have provided on this form being used in the manner set out in The Football Association Limited Privacy Statement.

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of disseminating that information into the public domain for reporting purposes.

- Did the loanee Club use the services of an agentYes/No
- Did the loaning Club use the services of an agentYes/No
- Did the Player use the services of an agentYes/No

Clubs are advised to contact their National Football Association in order to determine the number of disciplinary points recorded against the Player prior to signing.

This form must also be used for any extension of a temporary transfer.
£1.00 is charged for this form.

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form H2

**TEMPORARY TRANSFER OF REGISTRATION OF A CONTRACT PLAYER
FROM ONE CLUB TO ANOTHER**

I hereby certify that I have this day registered the Temporary Transfer of
FromFC toFC
For the periodto.....inclusive
DateSigned.....

THE FOOTBALL ASSOCIATION

Form H3

**TEMPORARY TRANSFER OF REGISTRATION OF A CONTRACT PLAYER
BETWEEN CLUBS IN DIFFERENT LEAGUES**

1. It is hereby agreed that the League Registration of
(hereinafter referred to as the Player) be temporarily transferred from
.....FC toLeague to
.....FC toLeague
for the periodtoinclusion
(This period shall not be less than one month.)
2. During such period the Player will be paid byFC
as follows:
(a) Basic Wageper week.
(b) Other financial provisions:
3. During the period of the loan the Player will be subject to the regulations and discipline of the loanee Club, in
accordance with the Rules of the League in which the Club is in membership, and will be covered under and in
accordance with the terms of the private medical scheme ofFC
4. At the end of the stated period the Player's registration will automatically revert to
.....FC
5. Any other provisions

N.B. Any other attached appendices must be countersigned by all three parties.

6. Signed on behalf ofFC
.....Club SignatoryDate
Signed on behalf ofFC
.....Club SignatoryDate
Signed by Player*Date

*I certify that the above information is correct and I consent to the information that I have provided on this form being
used in the manner set out in The Football Association Limited Privacy Statement

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together
with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of
disseminating that information into the public domain for reporting purposes.

- Did the loanee Club use the services of an agent Yes/No
Did the loaning Club use the services of an agent Yes/No
Did the Player use the services of an agent Yes/No

Clubs are advised to contact their National Football Association in order to determine the number of disciplinary points
recorded against the Player prior to signing.

This form must also be used for any extension of a temporary transfer.

£1.00 is charged for this form.

THE FOOTBALL ASSOCIATION

Form H3

**TEMPORARY TRANSFER OF REGISTRATION OF A CONTRACT PLAYER
BETWEEN CLUBS IN DIFFERENT LEAGUES**

I hereby certify that I have this day registered the Temporary Transfer of
FromFC toFC
For the periodtoinclusive
DateSigned.....

FA/LEAGUE

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form H4

**LONG TERM TEMPORARY TRANSFER OF REGISTRATION OF A
CONTRACT PLAYER FROM ONE CLUB TO ANOTHER**

1. It is hereby agreed that the League Registration of
(hereinafter referred to as the Player) be temporarily transferred from
.....FC toFC
for the periodto.....inclusive
Recall is not permitted during the long term loan period other than is provided for in Football League Regulations.
2. During such period the Player will be paid by.....FC
as follows:
(a) Basic Wageper week.
(b) Other financial provisions:
3. During the period of the loan the Player will be subject to the regulations and discipline of the loanee Club, in
accordance with the Rules of the FA Premier League or the regulations of the Football League, dependent on the
League in which the Club is in membership, and will be covered under and in accordance with the terms of the
private medical scheme ofFC
4. At the end of the stated period the Player's registration will automatically revert to
.....FC
5. Any other provisions

N.B. Any other attached appendices must be countersigned by all three parties.

6. Signed on behalf ofFC
.....Club SignatoryDate
Signed on behalf ofFC
.....Club SignatoryDate
Signed by Player*Date.....

*I certify that the above information is correct and I consent to the information that I have provided on this form
being used in the manner set out in The Football Association Limited Privacy Statement

The Player hereby consents to The Football League disclosing the identity of the Club with whom he is registered together
with the date of that registration to such bodies as The Football League may reasonably determine for the purpose of
disseminating that information into the public domain for reporting purposes.

- Did the loanee Club use the services of an agentYes/No
- Did the loaning Club use the services of an agentYes/No
- Did the Player use the services of an agent.....Yes/No

Clubs are advised to contact their National Football Association in order to determine the number of disciplinary points
recorded against the Player prior to signing.

£1.00 is charged for this form.

**THE FOOTBALL ASSOCIATION
THE FA PREMIER LEAGUE/THE FOOTBALL LEAGUE**

Form H4

**LONG TERM TEMPORARY TRANSFER OF REGISTRATION OF A CONTRACT PLAYER FROM
ONE CLUB TO ANOTHER**

I hereby certify that I have this day registered the Temporary Transfer of

FromFC toFC

For the periodto.....inclusive

DateSigned.....

THE FOOTBALL ASSOCIATION LIMITED PRIVACY STATEMENT

The FA takes the issue of your privacy very seriously. Please read this Statement carefully to see how we will treat any personal information that you provide to us when you complete the registration, cancellation of a registration or transfer form. We will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it. We process all information in accordance with the applicable UK data protection legislation.

1. The information you provide

Depending on the nature of the form you are completing, we may ask you to provide details of your name, address, place and date of birth, nationality, National Insurance number, football club or financial provisions (in relation to a transfer arrangement). In addition if you are making a registration we will retain a copy of your written contract.

2. How The FA uses the information

The FA will use your personal information for administrative purposes to complete your registration, the cancellation of your registration or your transfer to another football club. You have rights to access the information that The FA holds about you in accordance with paragraph 4 below.

3. Sharing information

The information that you provide is confidential, however, disclosures may be made to the league in which you play and the club with whom you're registered, or confirmation may be given to third parties that you are registered to a particular club. Disclosures will be made in accordance with the Data Protection Act 1998.

4. Your right to access the information

You have the right to access the information that The FA holds about you. In order to do this, please contact the Data Protection Officer, The Football Association, 25 Soho Square, London, W1D 4FA for an application form. The FA may require you to provide verification of your identity and to pay an administrative fee (which is currently £10) to provide a copy of the information that it holds. Please note that in certain circumstances The FA may withhold access to your information where it has the right to do so under current data protection legislation, for example, where disclosing the information may reveal the identity of a third party.

5. Updating your information

In the event that there is a change to your personal information, for example, your contact details, please supply details of the changes in writing to the Data Protection Officer, The Football Association, 25 Soho Square, London, W1D 4FA so that we can keep your information up to date and accurate.

I certify the information given is correct and I consent to the information that I have provided on the registration form being used in the manner set out in the Privacy Statement above.

NameSignature.....

ClubDate

**THE FOOTBALL ASSOCIATION
FORM A**

SEASON 2008/2009

NAME OF CLUB

THIS FORM MUST BE COMPLETED BY EACH CLUB IN MEMBERSHIP OF

- THE FOOTBALL ASSOCIATION ('The FA')
- THE PREMIER LEAGUE ('the PL')
- THE FOOTBALL LEAGUE ('the FL')
- THE FOOTBALL CONFERENCE ('the FC')
- THE ISTHMIAN FOOTBALL LEAGUE ('the IFL')
- THE NORTHERN PREMIER FOOTBALL LEAGUE ('the NPL')
- THE SOUTHERN FOOTBALL LEAGUE ('the SFL')

TO BE RETURNED TO THE FOOTBALL ASSOCIATION BY 1 JULY 2008
FINES MAY BE APPLIED FOR LATE SUBMISSION

1 BACKGROUND

- 1.1 Full name of club
(ie the company/members' club that holds the club's football memberships).
- 1.2 Company number (if applicable)
- 1.3 Trading name if different to 1.1 above
- 1.4 Legal status of entity at 1.1
(eg listed plc, private company limited by shares/guarantee, members' club, Industrial and Provident Society).
- 1.5 Memberships held:
 - (i) Football Association (i) Full / Associate / N/A
 - (ii) League (and division) - 1st team (ii)
 - (iii) County FA (iii)
- 1.6 Have there been any 'notifiable changes' to the club since the date of the last return [see FA Rule I, 2 (d)]? Yes / No
A 'notifiable change' is defined as being where a club 'alters its constitution or makes a material change to its financial structure'.
If 'Yes' please provide details

2 SECURITY OF TENURE

- 2.1 Please provide details of the basis under which the club is entitled to use the ground. (If freehold go to section 3. If not freehold go to 2.2)
.....
.....
- 2.2 Does the club (as stated at 1.1 above) have a lease or licence to the ground on which it is to play its home games? (If 'No', please state basis on which ground is used, then go to section 3. If 'Yes' go to 2.3.) Yes / No
.....
- 2.3 Please state the date to which the lease/licence is due to terminate.
.....
- 2.4 Does the lease/licence provide for uninterrupted use by the club for the duration of the lease/licence? (e.g. is there a break clause included within the lease/licence)? Yes / No
If 'No' please detail.
- 2.5 Does the lease/licence provide for its renewal? Yes / No
If 'Yes' please detail.
.....

3 GOVERNANCE

- 3.1 Year/period end for which accounts are attached. (These must be the most recent approved accounts available)
If the club is part of a group please forward accounts of both club and group.
- 3.2 Please state date of last annual general meeting (AGM)
- 3.3 Please state the year end of the accounts that were approved at the AGM stated at 3.2
- 3.4 Were the following documents distributed to shareholders/members in advance of the AGM?
(i) Accounts Yes / No
(ii) Notice of AGM Yes / No
(iii) Agenda of AGM Yes / No
If 'No' to any of the above please state reason.
.....
.....
.....
.....

4 CONFIRMATION

I confirm that the information provided within this return is correct as at the date of the return.

This confirmation is given on the basis of enquiries of management and staff with relevant knowledge and experience and of inspection of supporting documentation sufficient to satisfy myself that I can properly give this confirmation to you.

Signed

Full name

Position

Date

To be signed on behalf of the board / committee (*) by a director/officer as named at 3.7 of this form and another authorised signatory of the Club

Failure to provide in full the information required or the provision of false or misleading information may constitute an act of misconduct under the Rules and Regulations of The Football Association.

Document checklist**If the club is incorporated:**

- (i) Copy of the latest annual accounts of the club
- (ii) Copy of the latest annual accounts of the group of which the club is a member (if applicable)
- (iii) Signed certificate to Form A

If a club is unincorporated:

- (i) Copy of the annual accounts of the club approved at an Annual General Meeting where appropriate
- (ii) Signed certificate to Form A

For all clubs

A copy of the club's Articles of Association/constitution is also required but only if there have been changes from those submitted last season which have not yet been notified to The FA, or if the club has been promoted from Step 5 of the National League System at the end of the 2007/2008 season.

SEASON 2008/2009

CERTIFICATE TO FORM A

To be completed by ALL clubs

(delete as necessary)*

At a board / committee (*) meeting ofFootball Club ("the Club") held on it was resolved that to the best of its knowledge and after taking such steps as reasonably necessary:

- (i) The board / committee (*) is committed to the long term health and stability of the Club in the community of which it has traditionally been a part.
- (ii) after making enquiries of the current financial position of the Club and having undertaken a budgetary process and a risk assessment, the board / committee (*) considers that there is a reasonable expectation that the Club has adequate resources to be able to meet its fixtures for the season 2008/2009.
- (iii) the Club has security of tenure of its authorised home ground to meet its fixtures for the season 2008/2009, or has made alternative arrangements for the use of a ground that have been approved by the football authorities.
- (iv) the Club acknowledges that it will at all times abide by the rules and regulations of The Football Association, the league of which the Club is a member, UEFA and FIFA.

The above confirmations are provided for the sole use of The Football Association and may not be used for any other purpose.

To be signed on behalf of the board / committee (*) by a director/officer as named at 3.7 of this form and another authorised signatory of the Club

Signed

Full name

Position

Date

If the board/committee is unable to authorise the signing of this statement, the Club must state in a covering letter the reason(s) for this. Such a statement must accompany the Form and must be submitted to The Association by 1 July 2008.

The provision of false or misleading information may constitute an act of Misconduct under the Rules and Regulations of The Football Association.

**THE FOOTBALL ASSOCIATION
FA RULE 4(B)—FORM B
SEASON 2008-2009**

NAME OF ASSOCIATION

Please enter below the numbers of clubs affiliated to your Association for Season 2008-2009. Please note that only 11 a side clubs are to be included.

Small-Sided clubs are not to be included. These should be shown on attached sheet.

With regard to Youth clubs. Only independently affiliated clubs should be shown. Schools are not to be included on this return. Where there is a separate Youth Association, please obtain this information from the Youth Secretary and include on this form.

This year we are asking for additional information which is required to assist in the development of future programmes. Your assistance in providing this information on the attached sheet would be greatly appreciated.

Category	Season 2008-2009
Number of Male Adult 11 a side clubs affiliated	
Number of Female 11 a side clubs affiliated	
Number of Youth Male 11 a side clubs affiliated	
Number of Youth Female 11 a side clubs affiliated	

Additional Information (for Statistical Purposes Only)

Category	Season 2008-2009	
Number of Male Adult 11 a side Leagues registered		
Number of Female 11 a side Leagues registered		
Number of Youth 11 a side Leagues registered	Male	Female
Number of Small-Sided Competitions registered (1 day events)	Male	Female
Number of Small-Sided Competitions registered (ongoing)	Male	Female
Number of Adult Male 11 a side teams, as opposed to clubs registered		
Number of Adult Female 11 a side teams, as opposed to clubs registered		
Number of Under 18 teams registered	Male	Female
Number of Adult Small-Sided teams registered	Male	Female
Number of Under 18 Small-Sided teams registered	Male	Female
Number of Mini-Soccer Leagues registered		
Number of Mini-Soccer teams registered		
Number of Referees registered		

Please can you complete the following table which requests the total number of teams for male and female in each age band:

No. of Teams	7	8	9	10	11	12	13	14	15	16	17	18	19	Open
Male														
Female														

I hereby certify that the above information is correct

Name of Certifying OfficialDate

**THE FOOTBALL ASSOCIATION
FORM F (ARTICLE 44)**

Form of Nomination.)

DIVISION No.

MAY/JUNE ELECTION 20

NOMINATION OF A CANDIDATE FOR THE COUNCIL

Name of Candidate	Address of Candidate	Name of Club to which Candidate belongs

We the undersigned nominate the above-named Candidate.

.....Chairman
or
.....Secretary
.....Club

Date20.....

To the Secretary, The Football Association, 25 Soho Square, London W1D 4FA.

**THE FOOTBALL ASSOCIATION
(ARTICLE 44)**

List of Candidates Nominated

DIVISION No.

MAY/JUNE ELECTION 20

25 Soho Square, London W1D 4FA

Date20.....

Name of Candidate.	Club to which Candidate belongs.	Nominating Clubs

I also enclose a Voting Paper which must be signed by the Chairman or Secretary of the Club. The Voting Paper must be returned to me at the above address on or before the

Date20.....

.....Secretary

**THE FOOTBALL ASSOCIATION
VOTING PAPER. (ARTICLE 44)**

DIVISION No.
MAY/JUNE ELECTION 20

The Club vote
For of
..... as a member

Of the Council of the Association for Division No
(Signed)*

*This Voting Paper must be signed by the Chairman or Secretary of the Club.

To The Secretary
The Football Association
25 Soho Square, London W1D 4FA

N.B. – This Voting Paper must be forwarded as a Registered Letter in the envelope enclosed herewith.

No. []



NATIONAL LEAGUE SYSTEM
PLAYER'S REGISTRATION FORM

Season Name of League.....

Full Name of Club.....

Status of Registration* Contract Non-Contract Short Loan Long Loan Work Experience

Full Name of Player Surname
Forename(s)

Date of Birth Place of Birth

Nationality..... Mothers Maiden Name

Current Postal Address.....
..... Postcode

Last Club / Other Clubs this Season

Has the player ever played or registered with a Club outside of England? *Yes / No

If "Yes" has the player obtained International Clearance from the FA? *Yes / No

Player's SignatureDate

I certify that the above information is correct and I consent to the information that I have provided on this form being used by the League for any purposes under the Data Protection Act 1998.

Signed in the presence ofDate

Name and Address of Witness

Witness not to be that of Official signature, must be of an independent person.

Signature of Club OfficialDate

Address of Club Official

**Please indicate / delete.*

No. []

NATIONAL LEAGUE SYSTEM
PLAYER'S REGISTRATION FORM

Clubs must complete first three lines of this acknowledgement slip

SeasonName of League.....

Full Name of Club.....

Full Name of Player.....

Registered..... Signed.....



No.

NATIONAL LEAGUE SYSTEM
 PERMANENT TRANSFER OF A PLAYER
 FROM ONE CLUB TO ANOTHER

Name of League Season

Full Name of Club

Name of Player Date of Birth

I am at present a Player with FC
 and desire the Transfer of my Registration to FC

Status with New Club *Non-Contract / Contract

Player's Signature Date

I certify that the above information is correct and I consent to the information that I have provided on this form being used by the League for any purposes under the Data Protection Act 1998.

Address

..... Postcode

I desire the Transfer of the Registration of

From FC to FC

Signature of Club Official Date

Address of Club Official

I assent the Transfer of the Registration of

From FC to FC

Signature of Club Official Date

Address of Club Official

This form has been submitted by facsimile?

*Delete as applicable

No.

NATIONAL LEAGUE SYSTEM
 PERMANENT TRANSFER OF A PLAYER FROM ONE CLUB TO ANOTHER

Name of League Season

Full Name of Club

Full Name of Player

From FC to FC

Registered Signed



No. []

NATIONAL LEAGUE SYSTEM
CANCELLATION OF A PLAYERS' REGISTRATION

Season League
Full Name of Club
Status of Registration* Contract Non-Contract Short Loan Long Loan Work Experience

I, the player, (name of player in full)
of (address)

desire the cancellation of my Registration for the FC

Player's Signature Date

(The Player's signature is not required in respect of cancellation of a non-contract registration)

I certify that the above information is correct and I consent to the information that I have provided on this form being used by the League for any purposes under the Data Protection Act 1998.

On behalf of the FC

I agree to the cancellation of the Registration of for this Club

Signature of Club Official

Position at Club

Address

Date 20

*Please indicate / delete



No. []

NATIONAL LEAGUE SYSTEM
TEMPORARY TRANSFER OF A CONTRACT PLAYER
FROM ONE CLUB TO ANOTHER

Name of League Season

1. It is hereby agreed that the League Registration of
(address)
(hereinafter referred to as the Player) be temporarily transferred
From FC (League)
To FC (League)
For the period20..... to20..... inclusive

2. During such period the Player will be paid by FC
as follows:
(a) Basic Wage £per week.
(b) Other financial provisions:

3. At the end of the stated period the Players Registration will automatically revert to
.....FC

6. Any other provisions.
N.B. Any attached appendices must be countersigned by all three parties.

7. Signed on behalf ofFC
Club Signatory Date20.....
Signed on behalf ofFC
Club Signatory Date20.....
Signed by Player* Date20.....

*I certify that the above information is correct and I consent to the information that I have provided on this form
being used by the League for any purposes under the Data Protection Act 1998.

No. []

NATIONAL LEAGUE SYSTEM
TEMPORARY TRANSFER OF A CONTRACT PLAYER
FROM ONE CLUB TO ANOTHER

Clubs must complete first three lines of this acknowledgement slip

It is hereby agreed that the League Registration of
FromFC toFC
ToFC (League)
For the period20.....to20..... inclusive
Registered Signed

MATCHES AGAINST FOREIGN CLUBS

Associations, Leagues and Clubs, members of The Association, wishing to play Associations, Leagues or Clubs of another Nationality must apply to The Association for consent at least 28 days before the date of the intended match.

The Association will inform the other Association concerned when consent has been given for matches applied for.

The rules connected with the playing of matches abroad are probably the ones which are broken most. A minimum notice of 28 days should be given, though experience shows that this is not enough. When a request is made for a match to be played against foreign opposition, home or away, the national association of the opponent's club must be approached to see if that club is properly affiliated. This takes time, and at busy periods such as Easter and Whitsuntide, when many junior clubs go abroad, frequently consent is not received until shortly before the match is to be played. More unfortunately, notification is received that the proposed opponents are not affiliated, in which case the match cannot be played. Clubs have been severely punished and banned from foreign touring for periods of time for breaches of this rule.

In the case of senior professional clubs, matches between European clubs may only be arranged by agents who are licensed by the European Federation (U.E.F.A.). Lists of licensed agents are obtainable from The Football Association. It is almost courting disaster to attempt to arrange a match against foreign opposition at short notice, and "short notice" means less than a month.

Responsibility for Behaviour

On the two types of application form for Tours abroad, The FA states that—"All clubs given permission to play matches abroad are directed to ensure that, both on and off the field members of the party should uphold the prestige of The Association and of their clubs. It is a condition of permission being granted that a Director or Senior Committee Member of the club must travel with the party and must accept full responsibility for the actions and conduct of the party on tour."

Consent is also conditional upon the Laws of the Game being strictly observed. For example, even in friendly matches up to six substitutes may be used. If the matches are to be played outside Europe, clubs are reminded that in their own interest they should forward details of their visit and the matches to be played to the British Embassy in the countries concerned, and The Association will endeavour to assist in transmitting this information. This procedure is always followed in the case of an England or Representative FA side.

Travel Licences for Young Players

Since an increasing number of Junior Clubs are now applying for permission to play matches abroad, The FA some time ago, published information relating to young players travelling abroad. Recently appointed or inexperienced secretaries should note carefully the following excerpts on Licences and Passports for certain types of player under the age of 18 years.

Licences

Under the terms of section 25 of the Children and Young Persons Act, 1933 a young person under 18 years of age needs a licence if he or she is to play or perform abroad for profit. Thus it is an offence for a footballer of less than 18 years of age to be sent abroad to play for his team or country unless he has been granted a licence.

The onus for applying for the licence rests with the Club Manager or in cases of an International match with The Football Association.

To obtain a licence the Club Manager or The Football Association should send to the Bow Street Magistrates Court, London WC2:-

1. (a) a completed 'Application for Licence' (form Q1 obtainable from the Bow Street Magistrates Court)
- (b) a completed 'Notice to Police' (form Q10 obtainable from the Bow Street Magistrates Court)
- (c) a copy of the Schedule (obtainable from the Bow Street Magistrates Court)

-
- (d) a letter stating that:
 - (i) the player is physically fit to go abroad for the purpose of playing football.
 - (ii) the date of birth of the player is as shown on the 'Application for Licence'
 - (iii) the 'Application for Licence' is made with the consent of the parent or guardian of the player.
 - (e) details of the Club's visit abroad, i.e. dates of the tour and matches also the financial arrangements in so far as the players are concerned.
2. The Club should also send the following to the Police in whose area the player resides:-
 - (a) a copy of the completed 'Application for Licence' (form Q1).
 - (b) a completed 'Notice to Police' (form Q10 Supplied with form Q1).
 3. The arrival of the player/s who is/are on licence must be reported to the local Consul in whose area the player/s will be staying while abroad. Details of the Consul's name and telephone number will be given to you by Bow Street when the licence is issued.
 4. The return of the player/s who is/are on licence must be reported to Bow Street in writing immediately after he/they has/have returned to England.

Passports

Applications for passports in respect of footballers of less than 18 years of age going abroad to play football should be sent or taken to the nearest Passport Office. Each application should be accompanied by the Club Manager's written undertaking that the player will not be sent abroad to play for his team without a licence so long as he is under the age of eighteen. These requirements do not apply to players over the age of 18, nor where the passport is required for holiday purposes.

THE FOOTBALL ASSOCIATION LOAN SCHEME

GENERAL

The Football Association will consider applications for loans from clubs in membership with The Football Association, or an affiliated Association, to acquire the freehold of a ground, or to develop and improve existing facilities. The consideration of applications will also be extended to County Associations who wish to acquire their own freehold offices. Loans will not be considered for cashflow reasons or to consolidate existing outside debts.

DETAILS

Maximum Loan

The Maximum loan granted to clubs shall be £25,000. In the case of County Associations requiring assistance towards the cost of either purchasing, or extending premises, the loan may be up to £100,000.

Security

The security required for a loan must be a first mortgage on a freehold ground, or where a ground is leasehold, discretion will be made by The FA's Committee dependent on suitability. Up to four joint and several personal guarantors may also be considered – the number required will be at the discretion of the FA Committee.

Interest Rates

The rate of interest shall be at the discretion of the Committee, based upon the bank base rate prevailing at the time. The rate currently is 1% above Barclays Bank PLC base rate.

Repayment

The period of repayment shall not exceed ten years and shall be repaid in equal monthly instalments. Clubs and County FAs will be asked to make their repayments by direct debit, monthly, commencing one month after drawdown of the loan.

Legal Costs

The Borrower will be liable for all of their own legal costs in respect of the perfection of the security. The Football Association will cover the legal costs incurred by its own solicitors during this process.

Administration Charges

An administration charge of £100 will be made on loans up to and including £5,000, and £200 on loans over £5,000. This payment must accompany the completed application form when it is submitted and is non-refundable.

Any other applications outside the foregoing shall be dealt with by the FA Council or as it may direct.

For application forms write to:

The Football Association
Football Development Division
25 Soho Square
London
W1D 4FA

STANDARD CLUB RULES**SUGGESTED RULES:****1. Name**

The club shall be called _____ (the "Club")

2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

5. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the.....or in their absence the..... . The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

- (a) An AGM shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year;

- (ii) receive a report of the Club's finances over the previous year;
 - (iii) elect the members of the Club Committee; and
 - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- (e) The quorum for a General Meeting shall be..... .
- (f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club:
- (i) sell and supply food, drink and related sports clothing and equipment;

- (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- (g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- (h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

STANDARD CODE OF RULES

The following Rules have been compiled for the use of Competitions and are mandatory for all new Competitions, and will be mandatory for all sanctioned Competitions at Step 7 or below of the National League System as from Season 2002/2003.

Competitions seeking sanction must draft their Rules in conformity with this Code, putting them in the correctly numbered Rule and showing the Standard Headings.

It should be noted that in many cases Rules are so printed because they are alternatives. For instance shall/shall not or, more elaborately, in Rule 8(B) where there is a differing procedure. In such cases the procedure to apply should be retained and the others omitted. In all cases where a line is shown the necessary name, address, number or wording to complete the Rule must be inserted.

NOMENCLATURE AND CONSTITUTION

1. (A) This Competition shall be designated the
League/Cup and known as the
(*sponsorship title*) and shall consist of not more than
Clubs who shall be Full Member Clubs *and not more than*
Clubs who shall be Associate Member Clubs.

All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the County Football Association. The area covered by the Competition Membership shall be

This Competition shall apply annually for sanction to the

Football Association(s) and the constituent teams of Member Clubs may be grouped in divisions, *each not exceeding* *in number.*

Member Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of F.A. and County F.A. Competitions) except with the written consent of the Management Committee of the Competition.

(B) At the Annual General Meeting or a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the compilation of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

ENTRY FEE, SUBSCRIPTION, DEPOSIT

2. (A) Applications by Clubs for admission to this Competition *or the entry of an additional team(s)* must be made in writing to the Secretary and must be accompanied by an Entry Fee of per team which shall be returned in the event of non-election.

At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting. The Entry Fee shall apply.

When Rule 12(B) is applied or a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.

(B) The Annual Subscription shall be *per Club/Team* payable on or before the in each year.

(C) Each Club shall within *days/on the day of* election pay a Deposit of which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

(D) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.

(E) Clubs must advise annually to the Secretary in writing by of its County Football Association affiliation number for the forthcoming Season, *failing which they shall be fined* Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

OFFICERS

3. The Officers of the Competition shall be the *President, Vice-Presidents, Chairman, Vice-Chairman, Treasurer, Secretary, Registration Secretary, Referees Secretary* and to be elected annually at the Annual General Meeting. (N.B. Auditors are not Officers).

MANAGEMENT, NOMINATION, ELECTION

4. (A) The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and members who shall be elected at the Annual General Meeting. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting

(C) The Management Committee shall *meet monthly/as often as is necessary* to deal with business as it arises.

On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee.

(D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.

(E) All communications received from Clubs must be conducted through their nominated Officers.

POWERS OF MANAGEMENT

5. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. *The decisions of all sub-committees shall be reported to the Management Committee for ratification.*

(B) Subject to the permission of the County Football Association having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season. (See Rule 6(e)).

(C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented. (This shall apply to the procedure of any sub-committee).

In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

(D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. Except where these Rules provide

for the imposition of a set penalty any Club, Official or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Management Committee. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A. Rules.

(E) All decisions of the Management Committee shall be binding subject to the right of appeal to the Board of Appeal in accordance with Rule 16.

Decisions of the Management Committee must be notified in writing to those concerned within days.

(F) Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee andMembers shall constitute a quorum for the transaction of business by any sub-committee of the Competition.

(G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification.

Clubs, Officials or individuals committing a breach of this Rule will incur such penalties as the Management Committee may impose.

(J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

(L) No participant under the age of 18 can be fined.

ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting shall be held not later than in each year. At this meeting the following business shall be transacted provided that at least Members are present and entitled to vote:-

- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
- (ii) To consider any business arising therefrom.
- (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
- (iv) Election of Clubs to fill vacancies (as recommended by the Management Committee).
- (v) Constitution of the Competition for ensuing season.
- (vi) Election of Officers and Management Committee.
- (vii) Appointment of Auditors.
- (viii) Alteration of Rules, if any (of which notice has been given).
- (ix) Fix the date for the commencement and conclusion of playing season.
- (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

(B) A copy of the *duly audited/verified* Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, and to the County Football Association(s).

(C) A signed copy of the *duly audited/verified* Balance Sheet and Statement of Accounts shall be sent to the County Football Association(s) within fourteen days of its adoption by the Annual General Meeting.

(D) *Each Full Member Club/team* shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Not less than days' notice shall be given of any Meeting.

Associate Member Clubs may be represented at an Annual General Meeting in the proportion of one representative for each six or part of six Associate Member Clubs and such representatives shall exercise the powers and rights of Full Members at such meetings.

(E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. *This provision will not apply to Clubs expelled in accordance with Rule 17.*

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least of the delegates qualified to vote or the Chairman so decides.

(G) No individual shall be entitled to vote on behalf of more than one Full Member Club *unless the individual is also appointed to vote as a representative of a group of Associate Member Clubs.*

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall/may be fined

(I) *Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.*

AGREEMENT TO BE SIGNED

7. The Chairman and the Secretary of each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

"We, A,..... of(Chairman) and B.....of (Secretary) of the Football Club have been provided with a copy of the Rules and Regulations of the Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16."

Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition.

(Note: The spaces above are intended for the inclusion of the signatures and addresses of officers and members).

QUALIFICATION OF PLAYERS

8. (A) Contract players, as defined in Football Association Rules, *are/are not* permitted in this Competition.

(B) A registered playing member of a Club is one who, being in all other respects eligible, has:-

(i) *Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, and who has been registered with the (Registrations) Secretarydays prior to playing and whose completed registration counterfoil has been received by the Club prior to playing.*

(ii) *Signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnesses by*

an Officer of the opposing Club, and submitted to the (Registrations) Secretary within two days (Sundays excluded) subsequent to the match. The player shall not again play until the Club is in possession of the completed counterfoil. A maximum of players may be registered in this way.

Registration forms may also be submitted to the (Registrations) Secretary by facsimile machine prior to the player playing.

(C) *A team shall not include any player/more than players who has/have taken part in any or more senior competition matches during the current season unless a period of days has elapsed since they played.*

For the purpose of this Competition a senior competition(s) is/are

(D) *A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.*

(E) *A fee of shall be paid for each player registered.*

Registration forms shall be obtained from the (Registrations) Secretary on prepayment of per form.

(F) *The Management Committee shall decide all registration disputes.*

In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The (Registrations) Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

(G) *It shall be a breach of Rule for a player to:-*

- (i) *Play for more than one Club in the Competition in the same season without first being transferred.*
- (ii) *Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.*
- (iii) *Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.*

(H) (i) *The Management Committee shall have power to accept the registration of any player.*

(ii) *The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player, except those under 18 years of age, at their discretion who has been charged and found guilty of registration irregularities. (Subject to Rule 16).*

(iii) *The Management Committee shall have power to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16). Undesirable conduct shall mean an incident of repeated conduct, which may deter a participant from being involved in this Competition.*

(Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute.)

(I) *Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the (Registrations) Secretary accompanied by a fee of Such transfer shall be referred by the (Registrations) Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the (Registrations) Secretary and to the player concerned within seven days of*

receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the (*Registrations*) Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date ordays after receipt of such transfer.

In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.

(J) A player may not be registered for a Club nor transferred to another Club in the Competition after [date]..... except by special permission of the Management Committee.

(K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

(L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the (*Registrations*) Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Season only.

(M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)) unless the player has played games for that team in this Competition in the current season.

(N) A player who has played for a team in theDivision times or more shall not in that season be eligible to play in a lower Division except by permission of the Management Committee.

(Note: There are many differing procedures to cover eligibility of players in various divisions of which the above is only one example. A Competition should adopt a Rule to suit their particular requirements.)

(O) (i) Any team playing an unregistered or otherwise ineligible player or players *may/shall* have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team may/shall have points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.

(iii) The Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

(The following Clause applies to Competitions involving players in full-time secondary education):-

(P) (i) Priority must be given at all times to school and school organisations activities.

(ii) The availability of children must be cleared with the Head Teachers (except for Sunday Leagues).

(iii) To play open age football the player must have achieved the age of 16.

(Note: For players under the age of 18 the provisions contained in Football Association Rules will apply.)

CLUB COLOURS. CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by (date) who shall decide as to their suitability.

Goalkeepers must wear colours which distinguish them from other players and the referee.

No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any team not being able to play in its normal colours as registered with the Competition

shall notify the colours in which they will play to its opponents at least days before the match.

If, in the opinion of the referee, two Clubs have the same or similar colours, the *away/home* team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be fined

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. *Shirts must be numbered.*

(B) Any Club wishing to change its name and/or colours must obtain permission from its affiliated County Association and from the Management Committee.

PLAYING SEASON. CONDITIONS OF PLAY TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES

10. (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the (*Fixtures*) Secretary, or at a meeting specially convened for that purpose, to be held no later than must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.

If mutually arranged at a meeting a list of fixtures must be forwarded to the (Fixtures) Secretary within seven days of the meeting. Fixtures are deemed to be accepted unless objections are received by the (Fixtures) Secretary within fourteen days of their issue.

Any Club failing to be represented at a fixture meeting or otherwise infringing this Rule shall be liable for a fine of and the Management Committee or the (Fixtures) Secretary shall arrange that Club's fixtures.

(B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.

All matches shall have a duration of 90 minutes unless a shorter time (not less than minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

The times of kick-off shall be fixed by the A.G.M. or the Management Committee. Any Club failing to commence at the appointed time shall/may be fined a sum not exceeding or be otherwise dealt with as the Management Committee may determine.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home team must provide at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. *Goal nets must be used.*

(C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the (*Fixtures*) Secretary.

(D) The Secretary of the home Club must give notice in writing of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least clear days prior to the playing of the match. *The away Club shall seek and acknowledge receipt of such particulars.*

Any Club failing to comply with this Rule shall be liable to a fine of

(E) Every Club shall play its best available qualified team or teams in all matches in the Competition.

(Note: The intention of this Rule is not to interfere with normal team selection by Clubs, but to prevent Clubs deliberately fielding a weakened team in order to unreasonably reserve players for another game or to boost the strength of another or lower team. It is NOT intended that Clubs MUST field higher team players in lower teams when the higher team has no engagement. If, in the opinion of the Management Committee, the substance or spirit of the Rule is obviously being disregarded, the Club or Clubs concerned may be called to account for its/their actions and shall be subject to such decisions as the Management Committee may determine, despite the fact that Rule 8 has not been infringed.)

In the event of a Club playing in any match with less than players they may/shall be fined for each missing player. A minimum of players will constitute a team for a Competition match.

(F) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, *award the points to the opponents*, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. *Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.*

Any Club with more than one team in the Competition shall always fulfill its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding or otherwise dealt with by the Management Committee.

Any Club unable to fulfil a fixture must, without delay, give notice to the (Fixtures) Secretary, the Competition *Referees Appointments* Secretary, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.

In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the (Fixtures) Secretary within

days the Management Committee shall have power to order the match to be played on a named date or on or before a given date. *Providing gate money is taken and retained the visiting Club shall receive their actual standard class rail or bus fares or the equivalent for persons, or car allowance at p per mile for transporting persons, or hire charge of a coach (receipt to be submitted),. The residue (if any) to be equally divided between the two Clubs after deducting the cost of advertising, printing, posting, police and match officials charges. The home Club shall take the whole of the proceeds of the second match.*

The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to *award the points for the match to the opponents and/or* take what other action they may deem necessary. In cases where a match is abandoned owing to the conduct of both teams or their Club

members, the Management Committee shall take such action as they consider appropriate. Such action is subject to any disciplinary action taken by the appropriate Affiliated Association.

(G) A Club may at its discretion and in accordance with the Laws of the Game use 3 substitute players in any match in this Competition who may be selected from(3,4,5,6 or 7) players.

The referee shall be informed of the names of the substitutes not later than minutes before the start of the match.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

(H) The half time interval shall be of minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

REPORTING RESULTS

11. (A) The (*Registration/Fixtures*) Secretary must receive withindays of the date played, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters) *and also the Referee markings required by Rule 13, or any other information required by the Competition*. Failure to do so will incur a fine of and/or the Club being dealt with as the Management Committee decide.

(B) The Home Club shall telephone the result of each match to the by

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. The Management Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information.

DETERMINING CHAMPIONSHIP

12. (A) Team rankings within the Competition will be decided by points with points to be awarded for a win andpoints for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points.

In the event of two or more teams being equal on points team rankings may be decided in any one or more of the following ways:-

- (i) *goal average*
- (ii) *goal difference*
- (iii) *goals scored*
- (iv) *deciding match(es) played under conditions determined by the Management Committee.*

(B) *Automatic promotion and relegation shall be applied for the first and last teams in each Division except as provided for hereunder, subject to the provisions of Rule 1(b).*

- (i) *Should one or more teams withdraw from any one Division after the fixtures have commenced an equal number of teams to those withdrawing in that Division shall not be automatically relegated.*
- (ii) *Vacancies occurring after the conclusion of the season may be filled on any of the following ways:*
 - (a) *retention of otherwise relegated team(s)*

(b) additional promotion of the next ranked team(s) from the Division below

(c) election

(iii) The last teams in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(1) above.

(iv) When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the next lower Division; and should the senior team be relegated to the lowest Division its reserve team automatically retires from the Competition.

(v) Should either or both of the leading teams in any of the Divisions have its senior team in the next higher Division, promotion shall fall, at the discretion of the General Meeting, to the next highest team or teams in the Division concerned.

(C) In the event of a team not completing of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

(D) Where a promotion and/or relegation link exists between Competitions Clubs, providing they meet the appropriate grading criteria, will be eligible to make application to the Competition at their Annual General Meeting. Should the Champion Club not wish for promotion or, alternatively, not have the necessary grading criteria, then the or place Club will be eligible under the same conditions.

At the end of each season and depending on the geographical location of Clubs gaining promotion to or being relegated from the Competition, it may be necessary for the Competition either (a) to accept a Club from the Competition, or (b) have a Club transferred to the same Competition.

The bottom Clubs in the Competition will be relegated. Each relegated Club will be allocated either to the Competition or to the Competition recommended as most appropriate by the Joint Liaison Committee. Clubs will be promoted to the Competition from the Competition, and the Competition providing that each Club is either the Champion Club or Runner-up or place Club and has the necessary grading criteria.

In the event of there being no eligible Club wishing promotion or not having the necessary grading criteria from any of the Competitions, this will reduce the number of Clubs to be relegated from the Competition.

If only Clubs are eligible or wish for promotion, the bottom Clubs in the Competition will be relegated. If only Club is eligible or wishes promotion, only the bottom Club in the Competition will be relegated.

If no Clubs are eligible, or wish for promotion, no Clubs will be relegated from the Competition.

In the event of a Competition Club not being placed in the bottom Clubs at the end of the season, wishing to resign from the Competition at the end of the season, or having been excluded under Rule only Clubs will be relegated at the end of the season.

In the event of a Competition Club opting to be relegated or being relegated under Rule such Club or Clubs will replace the Club or Clubs otherwise due for relegation

REFEREES

13. (A) Registered Referees and Assistant Referees for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).
- (B) In the event of the non-appearance of the appointed Referee *the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams*. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee.
- (C) *The Management Committee may, if they consider it desirable, or upon application by the two competing Clubs, appoint Assistant Referees, if available, to any match. Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine of being imposed on the defaulting Team.*
- (D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final *subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbitor and whose decision must be accepted unless the ground is declared fit for play.*
- (E) Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses *or private car expenses ofp per mile and any other permitted expenses actually incurred together with the following match fees:-*
 Referee.....Registered Referees appointed by the Management Committee as Assistant Referees subject to any limits laid down by the sanctioning Association(s).
- The Home Club shall pay the Officials their fees and expenses before/immediately after the match.
- (F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to *full fee plus expenses/half fee plus expenses/expenses only*. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.
- (G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.
- (H) *Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.*
- The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Association.*
- (I) *The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of kick-off to the (Registration) Secretary within two days of the match.*
- (J) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.

CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14. (A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing *by 31st March/.....* each Season or be liable to a fine not exceeding

All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by

(B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the *Annual General Meeting/arrangement of fixtures* for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(C) *The Membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than nor later thanor at the Annual General Meeting held not later than the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.*

(D) In the event of a Member Club which is an un-incorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.

In the event that any such obligation remains undischarged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

PROTESTS AND COMPLAINTS

15. (A)(i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

(B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within days (*excluding Sundays*) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

(C) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

(E) All parties to a protest or complaint must be afforded an opportunity to make a statement when the protest or complaint is being heard and must have received days notice of the hearing, together with a copy of the submission. When dealing with a protest or complaint the Management Committee shall take into consideration the possession by the protesting or complaining Club of any information which, if properly used, might have avoided the protest or complaint.

BOARD OF APPEAL

16. Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Football Association, including a fee of, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.

**EXCLUSION OF CLUBS OR TEAMS
MISCONDUCT, CLUBS, OFFICIALS, PLAYERS**

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which must be supported by (more than) two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot.

(B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, which must be supported by (more than) two-thirds (2/3rds) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

(C) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.

(D) Any Club or Team failing to complete of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be debarred from membership the following season.

**TROPHY:- LEGAL OWNERS, CONDITIONS OF TAKING OVER,
AGREEMENT TO BE SIGNED, AWARDS.**

18. (A) If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

(B) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-
"We A.....and B, the Chairman and Secretary of FC, members of and representing the Club, having been declared winners of Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

(C) At the close of each Competition awards may/shall be made to the winners and runners-up if the funds of the Competition permit.

SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.

The Management Committee may call a Special General Meeting at any time.

At least days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.

Each Full Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only.

Associate Member Clubs may be represented at all Special General Meetings in the proportion of one representative for each six or part of six Associate Member Clubs and such representatives shall exercise the powers and rights of Full Members at such meetings.

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall/may be fined

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

ALTERATION TO RULES

20. Alterations shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by and any amendments thereto shall be submitted to the Secretary by The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if [a majority] of those present and entitled to vote are in favour.

A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association days prior to the date of the meeting.

Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

RULES BINDING ON CLUBS

21. Each Member Club shall be deemed to have given its assent to the foregoing Rules and agreed to abide by the decisions of the Management Committee subject to Rule 16. Each Member Club must abide by any issued Football Association Code of Conduct (Appendix).

FINANCE

22. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- (B) All expenditure in excess of £..... shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be **audited/verified** annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

STANDARD CODE OF RULES FOR YOUTH COMPETITIONS

This document contains the Standard Code of Rules developed by The Football Association and additions, for Youth Competitions. Youth Competitions may add to the core of the Standard Code, which is mandatory, as they see fit. The mandatory element is printed in roman text and the optional elements of the Standard Code in *italics*.

This Standard Code of Rules is mandatory for all sanctioned Youth Competitions as from Season 2003-2004. Competitions seeking sanction must draft their Rules in conformity with the code putting them in the correctly numbered Rule and showing the standard heading.

NOMENCLATURE AND CONSTITUTION

1. (A) This Competition shall be designated the
League/Cup and known as the
(*sponsorship title*) and shall consist of not more than
Clubs who shall be Full Member Clubs and *not more than*
Clubs who shall be Associate Member Clubs.

All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the County Football Association. The area covered by the Competition Membership shall be

This Competition shall apply annually for sanction to the
Football Association(s) and the constituent teams of Member Clubs may be grouped in divisions, *each not exceeding* *in number.*

Member Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee of the Competition.

The competition will provide 11-a-side football for players who have attained the age of 10 as at midnight 31st August in a playing season and Mini-Soccer for players who have attained the age of 6 years but not the age of 10 years as at midnight on 31st August in a playing season.

(B) At the Annual General Meeting or a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the compilation of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

ENTRY FEE, SUBSCRIPTION, DEPOSIT

2. (A) Applications by Clubs for admission to this Competition *or the entry of an additional team(s)* must be made in writing to the Secretary and must be accompanied by an Entry Fee of per team which shall be returned in the event of non-election.

At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting. The Entry Fee shall apply.

When Rule 12(B) is applied and a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.

(B) The Annual Subscription shall be £.....per Club/Team playing 11-a-side football and £.....per Club / Team playing Mini-Soccer payable on or before the in each year.

(C) Each Club shall, *within* *days/on the day of election*, pay a Deposit of which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

(D) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.

(E) Clubs must advise annually to the Secretary in writing by of its County Football Association affiliation number for the forthcoming Season, *failing which they shall be fined* Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

OFFICERS

3. The Officers of the Competition shall be the *President, Vice-Presidents, Chairman, Vice-Chairman, Treasurer, Secretary, Registration Secretary, Referees Secretary and* to be elected annually at the Annual General Meeting. (*N.B.* Auditors are not Officers).

MANAGEMENT, NOMINATION, ELECTION

4. (A) The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and members who shall be elected at the Annual General Meeting. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting

(C) The Management Committee shall *meet monthly/as often as is necessary* to deal with business as it arises.

On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee.

(D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.

(E) All communications received from Clubs must be conducted through their nominated Officers.

POWERS OF MANAGEMENT

5. (A) The Management Committee appoint sub-committees and delegate such of their powers as they deem necessary. *The decisions of all sub- committees shall be reported to the Management Committee for ratification.*

(B) Subject to the permission of the.....County Football Association having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season. (See Rule 6(e)).

(C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented. (This shall apply to the procedure of any sub-committee).

In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

(D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. Except where these Rules provide for the imposition of a set penalty any Club, Official or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Management Committee. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A. Rules.

(E) All decisions of the Management Committee shall be binding subject to the right of appeal to the Board of Appeal in accordance with Rule 16.

Decisions of the Management Committee must be notified in writing to those concerned within days.

(F) Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and Members shall constitute a quorum for the transaction of business by any sub-committee of the Competition.

(G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification.

Clubs, Officials or individuals committing a breach of this Rule will incur such penalties as the Management Committee may impose.

(J) *A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.*

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

(L) No participant under the age of 18 can be fined.

ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting shall be held not later than in each year. At this meeting the following business shall be transacted provided that at least Members are present and entitled to vote:-

- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
- (ii) To consider any business arising therefrom.
- (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
- (iv) Election of Clubs to fill vacancies (as recommended by the Management Committee).
- (v) Constitution of the Competition for ensuing season.
- (vi) Election of Officers and Management Committee.
- (vii) Appointment of Auditors.
- (viii) Alteration of Rules, if any (of which notice has been given).
- (ix) Fix the date for the commencement and conclusion of playing season.
- (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

(B) A copy of the duly *audited/verified* Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, and to the County Football Association(s).

(C) A signed copy of the duly *audited/verified* Balance Sheet and Statement of Accounts shall be sent to the County Football Association(s) within fourteen days of its adoption by the Annual General Meeting.

(D) Each *Full Member Club/team* shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Not less than days' notice shall be given of any Meeting.

Associate Member Clubs may be represented at an Annual General Meeting in the proportion of one representative for each six or part of six Associate Member Clubs and such representatives shall exercise the powers and rights of Full Members at such meetings.

(E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. *This provision will not apply to Clubs expelled in accordance with Rule 17.*

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least of the delegates qualified to vote or the Chairman so decides.

(G) No individual shall be entitled to vote on behalf of more than one Full Member Club *unless the individual is also appointed to vote as a representative of a group of Associate Member Clubs.*

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given *shall/may* be fined

(I) *Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.*

AGREEMENT TO BE SIGNED

7. The Chairman and the Secretary of each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

"We, A..... of (Chairman) and B..... of (Secretary) of the Football Club have been provided with a copy of the Rules and Regulations of the Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16."

Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition.

(Note: The spaces above are intended for the inclusion of the signatures and addresses of officers and members).

QUALIFICATION OF PLAYERS

8. (A) Contract players, as defined in Football Association Rules, *are/are not* permitted in this Competition.

No player registered with a FA Premier League or Football League Academy will be permitted to play in this competition. A Player registered with a Centre of Excellence may only play in this Competition subject to the Regulations of the Programme for Excellence.

(B) A registered youth playing member of a Club is one who, being in all other respects eligible, has:-

(i) Signed a fully and correctly completed Competition registration form in ink, countersigned by his /her parent or guardian and by an Officer of the Club, and who has been registered with the (Registrations) Secretary days prior to playing and whose completed registration counterfoil has been received by the Club prior to playing. The registration document must incorporate any known serious medical conditions of the player and emergency contact details of the player's parents or guardians. These details must be available at matches and training events the player attends within the management of the Club or Competition.

(ii) Signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the (Registrations) Secretary within two days (Sundays excluded) subsequent to the match. The player shall not again play until the Club is in possession of the completed counterfoil. A maximum of players may be registered in this way. The registration document must incorporate any known serious medical conditions of the player and emergency contact details of the players parents or guardians. These details must be available at matches and training events the player attends within the management of the Club or Competition.

Registration forms may also be submitted to the (Registrations) Secretary by facsimile machine prior to the player playing.

The registration document must incorporate a current passport-size photograph of the player seeking registration together with proof of the player's date of birth.

If a player's age is required for registration purposes a Competition must accept an original birth certificate or a photocopy. In cases where the birth certificate is not available a Competition is required to accept a photocopy of the player's passport or other official document issued by a Governmen Agency attesting to the player's date of birth.

The qualification dates for the competition shall be as follows:

Mini-Soccer

To play in a KO Cup game or a game where points are awarded, or results collected, a player must have achieved the age of 8 on or before 31st August.

Under 7 – the player must have attained the age of 6 as at midnight on 31st August in the playing season but must be under the age of 7 as at midnight on 31st August in the playing season.

Under 8 – the player must be under the age of 8 as at midnight on 31st August in the playing season.

Under 9 – the player must be under the age of 9 as at midnight on 31st August in the playing season.

Under 10 – the player must be under the age of 10 as at midnight on 31st August in the playing season.

In accordance with the foregoing qualifications a player in the above age ranges must not play in a match where any other player is older or younger by 2 years or more.

Youth Football

Under 11 – the player must have attained the age of 10 but must be under the age of 11 by midnight 31st August in the playing season.

Under 12 – the player must be under the age of 12 as at midnight on 31st August in the playing season.

Under 13 – the player must be under the age of 13 as at midnight on 31st August in the playing season.

Under 14 – the player must be under the age of 14 as at midnight on 31st August in the playing season.

Under 15 – the player must be under the age of 15 as at midnight on 31st August in the playing season.

Under 16 – the player must be under the age of 16 as at midnight on 31st August in the playing season.

Under 17 – the player must be under the age of 17 as at midnight on 31st August in the playing season.

Under 18 – the player must be under the age of 18 as at midnight on 31st August in the playing season.

In accordance with the foregoing qualifications a player under the age of 15 as at midnight on 31st August in the playing season must not play in a match where any other player is older or younger by 2 years or more.

(The above qualification dates are subject to the provisions contained in FA Rule C.4(a)(v)).

(C) A team shall not include any player/more than players who has/have taken part in any or more senior competition matches during the current season unless a period of days has elapsed since they played.

For the purpose of this Competition a senior competition(s) is/are

(D) A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.

(E) A fee of shall be paid for each player registered.

Registration forms shall be obtained from the (**Registrations**) Secretary on prepayment of per form.

(F) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The (**Registrations**) Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

(G) It shall be deemed misconduct for a player to:-

- (i) Play for more than one Club in the Competition in the same season without first being transferred.
- (ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.
- (iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.

(H) (i) The Management Committee shall have power to accept the registration of any player.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player who has been charged and found guilty of registration irregularities. (Subject to Rule 16).

(iii) The Management Committee shall have power to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16). Undesirable conduct shall mean an incident of repeated conduct, which may deter a participant from being involved in this Competition.

(Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute.)

(I) Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the (*Registrations*) Secretary accompanied by a fee of Such transfer shall be referred by the (*Registrations*) Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the (*Registrations*) Secretary and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the (*Registrations*) Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or days after receipt of such transfer.

In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.

(J) A player may not be registered for a Club nor transferred to another Club in the Competition after [date]..... except by special permission of the Management Committee.

(K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

In the event a Club has more than one team in an age group, each team must be clearly designated "A" and "B" etc. In such cases, players will be registered for one team only. A players so registered will be allowed to play for his Club in a younger or older age group within the provisions of Rule 8 (B).

(L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the (*Registrations*) Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Season only.

(M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)) unless the player has played games for that team in this Competition in the current season.

(N) A player who has played for a team in theDivision times or more shall not in that season be eligible to play in a lower Division except by permission of the Management Committee.

(Note: There are many differing procedures to cover eligibility of players in various divisions of which the above is only one example. A Competition should adopt a Rule to suit their particular requirements.)

(O)(i) Any team playing an unregistered or otherwise ineligible player or players *may/shall* have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team *may/shall* havepoints deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.

(iii) The Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

(The following Clause applies to Competitions involving players in full-time secondary education):-

(P) (i) Priority must be given at all times to school and school organisations activities.

(ii) The availability of children must be cleared with the Head Teachers (except for Sunday Competitions).

(iii) Children under 15 shall not play in a team involving players who are more than 2 years older.

(Note: For players under the age of 18 the provisions contained in Football Association Rules will apply.)

CLUB COLOURS. CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by (date) who shall decide as to their suitability.
Goalkeepers must wear colours which distinguish them from other players and the referee. No player, including the goalkeeper, shall be permitted to wear black or very dark shirts. Any team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they will play to its opponents at least days before the match.
If, in the opinion of the referee, two Clubs have the same or similar colours, the *away/home* team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be fined
- The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. *Shirts must be numbered.*
- (B) Any Club wishing to change its name and/or colours must obtain permission from its affiliated County Football Association and from the Management Committee.

PLAYING SEASON. CONDITIONS OF PLAY TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES

10. (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the (*Fixtures*) Secretary, or at a meeting specially convened for that purpose, to be held no later than, must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.
*If mutually arranged at a meeting a list of fixtures must be forwarded to the (*Fixtures*) Secretary within seven days of the meeting. Fixtures are deemed to be accepted unless objections are received by the (*Fixtures*) Secretary within fourteen days of their issue.*
*Any Club failing to be represented at a fixture meeting or otherwise infringing this Rule shall be liable for a fine of and the Management Committee or the (*Fixtures*) Secretary shall arrange that Club's fixtures.*
- (B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board or, for Mini-Soccer, the Laws of Mini-Soccer as set down by The Football Association.
- Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.
- The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.
- All matches shall have a duration as set out below unless a shorter time (not less than minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.
- For Mini-Soccer – The maximum duration of play shall be two halves of 20 minutes each way. The maximum playing time in any one day for under 7 and under 8 age groups is 40 minutes and for under 9 and under 10 age groups is 60 minutes.
- For Youth football – The duration of play shall be as follows unless it is mutually agreed by all parties to reduce the time. For under 11 and under 12, 30 minutes each half; for under

13, 14, 35 minutes each half and under 15 and under 16, 40 minutes each half; under 17 and under 18, 45 minutes each half.

The minimum time for any game will not be less than 20 minutes each half for players in the under 14 age group and below and 25 minutes each half for all other age groups.

No player under the age of 17 as at midnight on 31st August in any season shall be permitted to play more than one game or, in the event the competition allows the playing of a double-header, ie: two separate matches, 100 minutes per day in this Competition.

The times of kick-off shall be fixed by the A.G.M. or the Management Committee. Any Club failing to commence at the appointed time *shall/may* be fined a sum not exceeding or be otherwise dealt with as the Management Committee may determine.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home team must provide at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. The size of football to be used: For Mini-Soccer, size 3 for players in the under 7 and 8 age categories; size 4 for under 9's and 10s. For youth football – size 4 for those playing under 11, 12, 13 and 14 age groups; size 5 for all other age groups. *Goal nets must be used.*

(C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the (*Fixtures*) Secretary.

(D) The Secretary of the home Club must give notice in writing of full particulars of the location of, and access to, the ground and time of kick-off to the *match officials* and the Secretary of the opposing Club at least clear days prior to the playing of the match. *The away Club shall seek and acknowledge receipt of such particulars.*

Any Club failing to comply with this Rule shall be liable to a fine of

(E) Every Club shall play its best available qualified team or teams in all matches in the Competition.

(Note: The intention of this Rule is not to interfere with normal team selection by Clubs, but to prevent Clubs deliberately fielding a weakened team in order to unreasonably reserve players for another game or to boost the strength of another or lower team. It is NOT intended that Clubs MUST field higher team players in lower teams when the higher team has no engagement. If, in the opinion of the Management Committee, the substance or spirit of the Rule is obviously being disregarded, the Club or Clubs concerned may be called to account for its/their actions and shall be subject to such decisions as the Management Committee may determine, despite the fact that Rule 8 has not been infringed.)

In the event of a Club playing in any match with less than players they *may/shall* be fined for each missing player. A minimum of players will constitute a team for a Competition match.

(F) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, *award the points to the opponents*, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. *Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.*

Any Club with more than one team in the Competition shall always fulfill its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding or otherwise dealt with by the Management Committee.

Any club unable to fulfil a fixture must, without delay, give notice to the (*Fixtures*) Secretary, the Competition *Referees Appointments* Secretary, the Secretary of the opposing Club and

the match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.

In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the (*Fixtures*) Secretary withindays the Management Committee shall have power to order the match to be played on a named date or on or before a given date. *Providing gate money is taken and retained the visiting Club shall receive their actual standard class rail or bus fares or the equivalent for persons, or car allowance at p per mile for transporting persons, or hire charge of a coach (receipt to be submitted)., The residue (if any) to be equally divided between the two Clubs after deducting the cost of advertising, printing, posting, police and match officials charges. The home Club shall take the whole of the proceeds of the second match.*

The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to *award the points for the match to the opponents and/or* take what other action they may deem necessary. In cases where a match is abandoned owing to the conduct of both teams or their Club members, the Management Committee shall take such action as they consider appropriate. Such action is subject to any disciplinary action taken by the appropriate Affiliated Association.

(G) A Club may at its discretion and in accordance with the Laws of the Game use substitute players in any match in this Competition who may be selected from(3,4,5,6 or 7) players.

For Mini-Soccer – any number of substitutions may be used at any time with the permission of the Referee. Entry onto the field of play will only be allowed during a stoppage in play. A player who has been replaced may return to the play as a substitute for another player. A Team must not have a squad greater than double the size of its team in an age group.

For Youth Football – for teams in the under 16 age group and below, a player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitutes not later than minutes before the start of the match.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

(H) The half time interval shall be of minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

REPORTING RESULTS

11. (A) The (*Registration/Fixtures*) Secretary must receive withindays of the date played, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters) *and also the Referee markings required by Rule 13, or any other information required by the Competition.* Failure to do so will incur a fine of and/or the Club being dealt with as the Management Committee decide.

(B) The Home Club shall telephone the result of each match to the by

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. The Management Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information.

DETERMINING CHAMPIONSHIP

12. *(A) Team rankings within the Competition will be decided by points with points to be awarded for a win and points for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In Mini-Soccer points can only be awarded for Under 9 Competitions onwards.*

In the event of two or more teams being equal on points team rankings may be decided in any one or more of the following ways:-

- (i) goal average*
- (ii) goal difference*
- (iii) goals scored*
- (iv) deciding match(es) played under conditions determined by the Management Committee.*

(B) Automatic promotion and relegation shall be applied for the first and last teams in each Division except as provided for hereunder, subject to the provisions of Rule 1(b).

(i) Should one or more teams withdraw from any one Division after the fixtures have commenced an equal number of teams to those withdrawing in that Division shall not be automatically relegated.

(ii) Vacancies occurring after the conclusion of the season may be filled on any of the following ways:

(a) retention of otherwise relegated team(s)

(b) additional promotion of the next ranked team(s) from the Division below

(c) election

(iii) The last teams in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(i) above.

(iv) When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the next lower Division; and should the senior team be relegated to the lowest Division its reserve team automatically retires from the Competition.

(v) Should either or both of the leading teams in any of the Divisions have its senior team in the next higher Division, promotion shall fall, at the discretion of the General Meeting, to the next highest team or teams in the Division concerned.

(C) In the event of a team not completing of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

(D) Where a promotion and/or relegation link exists between Competitions Clubs, providing they meet the appropriate grading criteria, will be eligible to make application to the Competition at their Annual General Meeting. Should the Champion Club not wish for promotion or, alternatively, not have the necessary grading criteria, then the or place Club will be eligible under the same conditions.

At the end of each season and depending on the geographical location of Clubs gaining

promotion to or being relegated from the Competition, it may be necessary for the Competition either (a) to accept a Club from the Competition, or (b) have a Club transferred to the same Competition.

The bottom Clubs in the Competition will be relegated. Each relegated Club will be allocated either to the Competition or to the Competition recommended as most appropriate by the Joint Liaison Committee. Clubs will be promoted to the Competition from the Competition, and the Competition providing that each Club is either the Champion Club or Runner-up or place Club and has the necessary grading criteria.

In the event of there being no eligible Club wishing promotion or not having the necessary grading criteria from any of the Competitions, this will reduce the number of Clubs to be relegated from the Competition.

If only Clubs are eligible or wish for promotion, the bottom Clubs in the Competition will be relegated. If only Club is eligible or wishes promotion, only the bottom Club in the Competition will be relegated.

If no Clubs are eligible, or wish for promotion, no Clubs will be relegated from the Competition.

In the event of a Competition Club not being placed in the bottom Clubs at the end of the season, wishing to resign from the Competition at the end of the season, or having been excluded under Rule only Clubs will be relegated at the end of the season.

In the event of a Competition Club opting to be relegated or being relegated under Rule such Club or Clubs will replace the Club or Clubs otherwise due for relegation.

REFEREES

13. (A) Registered Referees **and Assistant Referees** for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).
- (B) In the event of the non-appearance of the appointed Referee the *appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams*. In cases where there are no officially appointed Assistant Referees, or where the competition has been unable to appoint a Referee, the Clubs shall agree upon a Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee.
- (C) *The Management Committee may, if they consider it desirable, or upon application by the two competing Clubs, appoint Assistant Referees, if available, to any match. Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine of being imposed on the defaulting Club.*
- (D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final *subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbitor and whose decision must be accepted unless the ground is declared fit for play.*
- (E) Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses or *private car expenses ofp per mile and any other permitted expenses actually incurred together with the following match fees:-*
- Referee.....Registered Referees appointed by the Management Committee as Assistant Referees, subject to any limits laid down by the sanctioning Association(s).
- The Home Club shall pay the Officials their fees and expenses *before/immediately after* the match.

(F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to *full fee plus expenses/half fee plus expenses/expenses only*. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

(G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.

(H) *Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.*

The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Football Association.

(I) *The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of kick-off to the (Registration) Secretary within two days of the match.*

(J) *Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.*

CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14. (A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing *by 31st March/* each Season or be liable to a fine not exceeding

All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by

(B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the *Annual General Meeting/arrangement of fixtures* for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(C) *The Membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than nor later than or at the Annual General Meeting held not later than the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.*

(D) In the event of a Member Club which is an un-incorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.

In the event that any such obligation remains undischarged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

PROTESTS AND COMPLAINTS

15. (A)(i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

(B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

(C) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

(E) All parties to a protest or complaint must be afforded an opportunity to make a statement when the protest or complaint is being heard and must have received days notice of the hearing, together with a copy of the submission. When dealing with a protest or complaint the Management Committee shall take into consideration the possession by the protesting or complaining Club of any information which, if properly used, might have avoided the protest or complaint.

BOARD OF APPEAL

16. Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Football Association, including a fee of, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.

EXCLUSION OF CLUBS. TEAMS MISCONDUCT: CLUBS, OFFICIALS, PLAYERS

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose in accordance with the provisions of Rule 19, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which must be supported by (more than) two-thirds ($\frac{2}{3}$ rds) of those present and voting. Voting on this point shall be conducted by ballot.

(B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any *Club or team of a Club* whose conduct has, in their opinion, been undesirable, which must be supported by (more than) two-thirds ($\frac{2}{3}$ rds) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

(C) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.

(D) Any Club or Team failing to complete of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be debarred from membership the following season.

TROPHY:- LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED. AWARDS.

18. (A) If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

(B) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

"We A.....and B, the Chairman and Secretary of FC, members of and representing the Club, having been declared winners of Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

(C) At the close of each Competition awards may/shall be made to the winners and runners-up if the funds of the Competition permit.

SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.

The Management Committee may call a Special General Meeting at any time.

At least days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.

Each Full Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only. Not less than days' notice shall be given of any Meeting.

Associate Member Clubs may be represented at all Special General Meetings in the proportion of one representative for each six or part of six Associate Member Clubs and such representatives shall exercise the powers and rights of Full Members at such meetings.

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall/may be fined

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

ALTERATION TO RULES

20. Alterations shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by in each year. The proposals, together

with any proposals by the Management Committee, shall be circulated to the Clubs by and any amendments thereto shall be submitted to the Secretary by The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if [a majority] of those present and entitled to vote are in favour.

A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association days prior to the date of the meeting.

Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

RULES BINDING ON CLUBS

- 21. Each Member Club shall be deemed to have given its assent to the foregoing Rules and agreed to abide by the decisions of the Management Committee subject to Rule 16. Each Member Club must abide by any issued Football Association Code of Conduct (Appendix).

FINANCE

- 22. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
(B) All expenditure in excess of £..... shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
(C) The financial year of the Competition will end on
(D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be *audited/verified* annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

STANDARDISED RULES

These Rules have been compiled by the Sanction and Registrations Committee of The Football Association in conjunction with the Members of the Standardisation of League Rules Working Group for the mandatory use of all sanctioned Competitions at Steps 1 to 6 inclusive of the National League System.

It should be noted that where the Rules have been printed in [] they are optional and where a gap has been left the appropriate word, figure or amount needs to be inserted.

Whilst additions may be allowed to the Standardised Rules these must first be approved by The Football Association.

1. DEFINITIONS

1.1 In these Rules:

"Affiliated Association" means an Association accorded the status of an affiliated Association under the Rules of The FA

"Appointing Authority" means [The FA] [the Competition]

"Articles" means the Articles of Association of the Company and reference to a number of following the word "Article" is a reference to an Article so numbered in the "Articles"

"Board" means the Board of Directors of the Company appointed in accordance with the Articles or, in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition

"Club" means a Club for the time being in membership of the Company (including a Club which has had a transfer of membership approved under Rule 2.7 below).

"Company" means The [] Limited, company registration number [] which administers the Competition and shall, where the Competition is an unincorporated entity, include that entity

["Company Secretary" means the person appointed by the Board and registered at Companies House as the Company Secretary of the Company]

"Competition" means the [] League

"Competition Match" means any match played or to be played under the jurisdiction of the Company

"Competition Secretary" means such person or persons appointed or elected to carry out the administration of the Competition

"Criteria Document" means the document entitled "National Ground Grading Document" issued by The FA from time to time and shall, unless stated to the contrary, mean the latest edition of the document

"Fees Tariff" means a list of fees approved by the Company at a general meeting to be levied by the Company for any matters for which fees are payable under the Rules

"Fines Tariff" means a list of fines approved by the Company at a general meeting to be levied by the Company for any breach of the Rules

"Fit and Proper Declaration" means a declaration to The FA required from an Officer from time to time

"Football Creditor" means any one of the following:

- The Football Association Limited
- Any Club affiliated with an Affiliated Association
- Any League sanctioned by The Association or an Affiliated Association
- Any full time or part time employee of a Club, or former full time or part time employee

of a Club, in respect of sums due to such person by way of arrears of remuneration or expenses. This excludes for these purposes all and any claims for redundancy, unfair or wrongful dismissal or other claims arising out of the termination of the contract or in respect of any period after the actual date of termination

- The Professional Footballers' Association Limited
- The Football Foundation
- Any Affiliated Association
- Any pension scheme or plan administered by or on behalf of the Competition

"Insolvency Event" means any one of the following:

- A manager, receiver, administrator, administrative receiver, liquidator, provisional liquidator or supervisor to a voluntary arrangement is appointed in respect of a Club or any part of its undertaking or assets;
- A Club applies for an Administration Order (as defined in Section 10 of Schedule B (i) of the Insolvency Act 1986) or an Administration Order is made in respect of it or it otherwise enters into Administration;
- A winding-up order is made in respect of a Club;
- A Club enters into any arrangement with its creditors or some part of them in respect of the payment of its debts or any of them as a Company Voluntary Arrangement (under the Insolvency Act 1986) or a Scheme of Arrangement (under the Companies Act 1985).
- A Club passes a resolution pursuant to Section 84 (i) (c) of the Insolvency Act 1986 to the effect that it cannot by reason of its liabilities continue its business and that it is advisable to wind up.
- A Club ceases or forms an intention to cease wholly or substantially to carry on its business save for the purpose or reconstruction or amalgamation or otherwise in accordance with the scheme of proposals that have previously been submitted to and approved in writing by the Board.
- A Club convenes a meeting of its creditors pursuant to Section 95 or Section 98 of the Insolvency Act 1986.

"Match Officials" means the referee, the assistant referees and any fourth official appointed to a Competition Match

"Officer" means an individual who is required to make a Fit and Proper Declaration by The FA

"Players' Agent" means a person who, for reward, represents, negotiates on behalf of, advises or otherwise acts for a Principal in the context of either the transfer of a player's registration, the terms of a contract between a player and a Club or the terms of a contract between a manager and a Club.

"Playing Season" means the period between the date on which the first league fixture in the Competition is played each year until the date on which the last league fixture in the Competition is played. For Clubs participating in play-off matches this does include the period when play-off matches are played

"Play-Off Position" means the position of a Club in the table at the end of each Playing Season which is provided for in Rule 13 as qualifying the Club to take part in a play-off match to qualify for promotion to the next step of football for the next Playing Season

"Principal" means a Club, a manager, an official of a Club, or a player employing an Agent for one of the purposes set out in the definition of Agent above

"Rules" means these rules under which the Competition is administered

"SSAP" means a sporting sanctions appeal panel to be appointed to determine an appeal against a deduction of points under Rule 14

relegated at the end of the Playing Season to a step determined by The FA.

[Any delay in inspection shall in no way release a Club from its obligation to have its ground ready for inspection. If for any reason a Club's existing ground, or any new ground in which it proposes to play its home matches in the season following inspection, is not available for grading by 1st April prior to commencement of the relevant season then the Club must, by the 1st April, submit to the Board in writing its proposals for a venue for its home matches in the following season ("alternative proposal"), such alternative proposal to be considered (and if appropriate) approved at the next Board Meeting after 1st April. The alternative proposal must, inter alia, contain documentary evidence in support of any ground sharing arrangements and evidence that the proposed ground is demonstrably suitable at a level which the relevant club will be competing. The alternative proposal may not be for a continuation of any ground share arrangement if the Club has had a ground sharing arrangement for the previous 2 seasons, or any part thereof, even if those arrangements have related to more than one ground.

Any approval of the alternative proposal will be subject to the issue of a grading certificate. The Board will use all reasonable endeavours to inspect the ground after receiving the alternative proposal and prior to the Board meeting, but if it is unable to do so then any approval of the alternative proposal will be subject to the issue of a satisfactory grading certificate. In the event of a Club not having received a grading certificate by 1st April and not having had its alternative proposal approved at the relevant Board Meeting, it shall be relegated forthwith at the end of the playing season to a level determined by The Football Association.

Clubs in membership of the Competition on 1st April in any season will have until 31st May in that season to meet in full the criteria of membership of the Competition.]

- 2.5 Any Club wishing to incorporate shall notify The FA, its Affiliated Association and the Company Secretary before it makes any resolutions in this regard.
- 2.6 In the event that any Club which is an unincorporated association incorporates itself it shall notify the Company Secretary in writing within 14 days of the passing of the resolution to take this action and shall with such notice provide the Company Secretary with a copy of the Memorandum and Articles of Association of the company. Any amendments to the Memorandum and Articles of Association of a Club must be notified to the Competition Secretary in writing within 14 days of the passing of the resolution with a copy of the change(s).
- 2.7 In the event that any Club which is an unincorporated association resolves to transfer its membership of the Competition to a company or in the event that a Club which is a company resolves to transfer its membership to a different company the Board will use the following minimum criteria in deciding whether to approve that transfer:
 - 2.7.1 The shareholders or members of the Club have voted to agree the transfer of the Club's membership to the new entity
 - 2.7.2 All Football Creditors in the Club must be satisfied in full or transferred (with the creditors' consent) to the new entity, and evidenced as such.
 - 2.7.3 All other creditors in the Club must be satisfied and evidenced as such.
 - 2.7.4 The proposed new entity has provided financial forecasts showing its ability to fund the Club for the next 12 months or to the end of the Playing Season following transfer (whichever is the longer) and that evidence of funding sources has been provided.
 - 2.7.5 The FA has given approval for the transfer to take place.
- 2.8 The Competition shall allow for up to [] member Clubs. There will be [] divisions of 22 Clubs in each division where possible. The divisions will be called []. The Clubs competing in each division each season will be confirmed by the Annual General Meeting of the Company each year.
- 2.9 Any Club or Club representative found guilty of serious irregularities regarding players

- Contract payments under The FA Rules may be expelled from the Company in accordance with [the Articles or] these Rules and, in addition, may be fined such sum as the Board shall determine.
- 2.10 The Company will hold a register of the full name of the company/unincorporated entity constituting each Club. If the Club is an incorporated entity, it must provide the Company with its company registration number. If the Club is an unincorporated entity, it must provide the Company with the name of an individual in whose name the membership of the Company will be vested.
- The Company will provide a copy of its membership register to The FA annually.
- 2.11 In the event that an Insolvency Event occurs in relation to any Club, that Club must inform the Company Secretary and The FA immediately.
- The Board shall have the power to suspend a Club on notification of it having entered an Insolvency Event.
- At the discretion of the Board, a suspension may take effect from the giving of the notice or it may be postponed subject to any conditions as the Board may think fit to impose.
- In the event that a Club is suspended or its suspension is postponed, the Board shall have power to make such payments as it may think fit to the Club's Football Creditors out of any monies due to that club from the Company.
- 2.12 An Officer must submit a Fit and Proper Declaration to The FA and the Competition within 14 days of becoming an Officer.
- No individual will be permitted to act as an Officer if they fail to meet any of the requirements of the Fit and Proper Declaration, as set out in the Rules of The FA.
- In the event that an individual/entity is found to have either:
- Completed false or misleading statements on their Fit and Proper Declaration;
 - acted as an Officer when in breach of the requirements of the Fit and Proper Declaration;
 - Acted as an Officer without having submitted a fully completed Fit and Proper Declaration;
- then the individual/entity or Club shall be subject to such fine or other sanction as may be determined by The FA.
- 2.13 Any Club which is incorporated must be incorporated in England and Wales.
- 2.14 If during the course of a season the Board decide that the organisation and management [or finances] of a particular Club fall below the standards appropriate to membership of the Competition, the Competition Secretary shall be instructed to warn the Club at once that it may be excluded from membership of the Competition at the end of that playing season. Such a Club shall have the right to appeal to The FA within 14 days of the date of notification of the Board's decision.
- 2.15 The Competition, through the Board shall be empowered from time to time by subscription, levy or otherwise to require Clubs to contribute such sum or sums of money to the funds of the League as may be necessary for the proper conduct of the business of the League. Such contributions by Clubs may be collected by deduction from sums due to Clubs under any promotion agreement or from sponsorship money due or by whatever means the Board shall think fit. There shall be added to any sums to be contributed from Clubs, if applicable, Value Added Tax at the then prevailing rate.
- 2.16 Any Club failing to be represented at an Annual General Meeting or any other General Meeting called in accordance with the [Rules] [Articles] without satisfactory reason being given shall be fined in accordance with the Fines Tariff.
- 2.17 The Board shall establish a procedure for inspecting Clubs' grounds from time to time as well as a procedure for inspecting the grounds of clubs applying for membership of the Company.

3. MEMBERSHIP – ANNUAL SUBSCRIPTION

- 3.1 Any Club applying for membership of the Company shall submit to the Company a fully completed Competition application form and the application fee [and non-refundable ground inspection fee] set out in the Fees Tariff.
- 3.2 Clubs which have qualified for membership of the Company must confirm their acceptance of membership on the appropriate Competition form to be received by the Company at least [] 14 days prior to the next Annual General Meeting of the Company accompanied where appropriate by the membership fee set out in the Fees Tariff.
- The annual subscription set out in the Fees Tariff shall be paid by each Club to the Company no later than [7 days before the Annual General Meeting of the Company in each year].

4. POWER OF THE BOARD

- 4.1 The Board shall have power to deal with all matters of management of the Competition covered by the Rules. The Board shall conduct the business of the Competition and shall meet as often as is necessary for this purpose. The Board may appoint such committees as it deems appropriate which shall be fully empowered to act on the Board's behalf SUBJECT TO RATIFICATION BY THE BOARD.
- 4.2 Save where specifically provided otherwise in these Rules, the Board shall have power to apply, act upon and enforce these Rules and shall have jurisdiction over all matters affecting the Company or the Competition including any not provided for in these Rules.
- 4.3 All decisions of the Board shall be binding, subject to a right of appeal to The FA pursuant to Rule 17. Decisions of the Board must be notified, in writing, to all concerned within fourteen days of the making of such decision.
- [The Board shall, upon becoming aware of any breaches of the Rules, advise the offending Club in writing of the breach or breaches and, where appropriate, advise them of the fine pursuant to the fines tariff and the date of the meeting at which that fine will be confirmed. Where the fines tariff does not apply the Board shall advise them of the date upon which the breach will be considered by the Board. In each case the Club shall have the right to make written representations to the Board, to be received by the Board at least 7 days prior to the Board Meeting, or shall have the right to request a personal hearing. The Board shall, in all cases, have the right to request the Club to submit a written report. If no report or request for a personal hearing is received within the time limits set out above the case will be dealt with by the Board on the due date in the absence thereof.]
- 4.4 Any Club or person committing a breach of any Rule shall be liable to the penalties set out in the Fines Tariff, or if not therein set out, such as the Board may decide.
- 4.5 All fines and charges imposed by the Board shall be received by the Company within twenty-eight days of the date of notification of imposition (unless otherwise ordered). Any Club or person breaking this Rule or defaulting in paying any Football Creditor shall be liable to such penalties as the Board may impose. The Board shall have the power to place an embargo on the registrations of transfers by any Club defaulting in the payment of a transfer or compensation fee to another Club.
- 4.6 If a Club fails to comply with an order or instruction of the Board within fourteen days of notification of such order or instruction, or within fourteen days of an operative date specified in that order or instruction, it shall not be allowed to play or take part in the business of the Company until the expiry of 7 days from the day the order or instruction is complied with.
- 4.7 Except where otherwise mentioned, all communications shall be addressed to the Competition Secretary, who shall conduct the correspondence of the Competition [and keep a record of its proceedings].
- 4.8 A Club must at all times attend satisfactorily to the business of the Competition and/or the correspondence of the Competition or Company.

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- 4.9 If a Club is asked to submit a report in relation to any alleged violation of these Rules it may have a personal hearing, providing it notifies its intention of such within fourteen days of the date of notification from the Company, or the case will be dealt with in its absence.
- 4.10 The Board shall have the power to arrange representative matches at their discretion.
- 4.11 A match may be played each season [year] between two clubs nominated by the Board, usually the Competition Champions and the Competition Cup Winners (or, if no Cup Competition is played for, or if the same Club wins both competitions, between the Competition Champions and a club nominated by the Board). The venue and the date for playing the match will be decided by the Board. The distribution of the proceeds of the match, after the match expenses have been deducted, will be decided by the Board.
- 4.12 No Club shall move to another ground or seek to share a ground, including its own, without first obtaining the consent, in writing, of the Board. Any ground sharing agreement for a period in excess of 13 weeks must be in writing and be approved by the Board before being entered into and (except in an emergency) completed by 31st May in each year to be effective for the following Playing Season. A copy of the completed agreement must be sent to the Competition Secretary within 7 days of signing.
- 4.13 Within ten months of its accounting reference date, each Club shall submit to the Company a copy of its full financial statements as presented to its members/shareholders with confirmation that the accounts have been approved at a duly convened general meeting.
- 4.14 All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

5. INTERESTS IN MORE THAN ONE CLUB

Except with the prior written consent of the Board no person, company or business institution (including insolvency practitioners) may at any time be interested in more than one Club or in a Club and any other club playing in a Competition sanctioned by The FA. The definition of "interested" shall be the same as provided for by the Rules of the FA Challenge Cup Competition in force from time to time.

6. PLAYERS

6.1 STATUS OF PLAYERS

The FA Rules will apply in respect of all matters concerning players.

Players will be contract, non-contract or scholars and their status must be clearly stated on all registration forms.

Contract Player means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

Non-Contract Player means a player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment with a Club.

All players must be registered on forms provided by the Competition. Each player must be registered as contract, non-contract or scholar and notice must be given to the Competition in the event of any change to the status registered during the currency of the registration of that player within 5 days of the change of registration being effected. To be eligible, a player of a Club must have obtained an International Transfer Certificate (if required), have signed a Competition registration form and have been registered and approved by the Company in accordance with a procedure set by the Board before playing in any Competition organised by the Company.

It is the responsibility of each Club to ensure that any player signing a registration form for that Club has, where necessary, the required International Transfer Certificate.

All players' contracts shall be in the full name of the Club. If the club is a corporate body, the contract must state the full name of the company, and also include the company registration number.

The registration of a player shall be valid for one Playing Season only.

Players' Registration Forms will be made available to Clubs by the League and will be charged in accordance with the Fees Tariff.

The registration of scholars must be in accordance with The FA Rule C3(a).

The Board have the power to refuse or cancel the registration of any player found guilty of undesirable conduct and to disqualify the player in question from participating in any or all matches in the Competition for a breach of Rule.

Except when specific approval has been given by the Board a Club cannot sign or transfer more than one player, contract or non-contract, from another Club at any one time, unless a period of 14 days has elapsed between each signing.

The Board have the power to place an embargo on the registration, transfer or the loan transfer of players by any Club who are deemed to be in breach of these Rules.

6.2 REGISTRATIONS

6.2.1 In the event of a player signing registration forms for more than one Club, priority of registration shall decide for which Club he is entitled to play. The Club submitting the later form shall be notified of the prior registration of the player and the circumstances under which the registration forms were signed shall be investigated by the Board. Any player found to have signed registration forms for more than one Club or any Club found to have knowingly induced a registered player of another Club to sign a registration form, shall be dealt with by the Board in such a manner as it shall think fit.

6.2.2 At least 11 players must be registered [7] [14] days prior TO THE COMMENCEMENT OF EACH PLAYING SEASON.

6.3 LATE REGISTRATION

Subject to the provisions of Rule 6.5, a player will only be eligible to play in a match organised by the Company under these Rules if the appropriate forms are received by the Company (including by facsimile) by [3pm Monday to Friday] [four (4) hours preceding the scheduled kick off time of such match].

No player whose registration is received after [3pm Monday to Friday] [four (4) hours preceding the scheduled kick off time of any match] will be eligible to play in a match organised by the Company on that day. Players not registered by 3pm on a Friday will not be eligible to play on the Saturday or Sunday immediately following.

If a registration form is sent to the Company by facsimile or by email, that form must be received by the Company within 5 days of the sending of the facsimile or email and in default the player shall not be eligible to play in the Competition unless and until a valid registration form is received. The form when received must be identical to that received by facsimile or email. Any Club deemed to have falsified any form will be deemed to have played an ineligible player and dealt with in accordance with Rule 6.8.

The late registration of a player by facsimile or email is not automatically valid and it is the responsibility of the Club to ensure that the player is NOT registered with any other Club. When the player involved was previously registered with another Club, it is necessary for that Club to complete the [standard Competition cancellation of registration form or] transfer form prior to or at the same time as the registration or transfer to the new Club.

6.4 TRANSFERS

6.4.1 The transfer of the registration of a contract player from one Club to another must be in writing, on the Competition transfer form, duly signed by the contract player and the two Clubs and forwarded to the Company for approval and registration. Such contract player does not become a bona-fide player of the Club seeking his transfer until that Club has received from the Company a certificate of registration or the provisions of Rule 6.3 have been complied with. The registration of a contract player whose contract is cancelled by mutual consent shall be automatically cancelled upon receipt by the Company of a copy of the relevant FA form.

Where a Club cancels the registration of a player, contract or non-contract, for any reason whatsoever, the Club must notify the Competition Secretary immediately, in writing and such notification must be signed by an authorised signatory of that Club to be valid.

A non-contract player whose registration for a Club is cancelled or transferred for any reason whatsoever, cannot return to his original Club until a minimum of four weeks has elapsed from the date of the cancellation or transfer without the consent of the Board.

- 6.4.2 Should a Club wish to register a Non-Contract player who is registered by another Club, both Clubs if in agreement must sign the standard Competition transfer form applicable to Non-Contract players.

If a non-contract player also registers for a club not in membership of the Competition, his registration for the Competition may be retained by the Club.

- 6.4.3 A player may not register for a Club unless at least 14 days have expired from the date of registration with another Club. A Club may not register a transfer of a contract or non-contract player unless that player has been registered with the transferring Club for at least 14 days.

- 6.4.4 Short Term Loan Transfers – Loans of contract players shall be allowed to or from clubs in membership of:

- The FA Premier League Limited
- The Football League Limited
- The Football Conference Limited
- The Isthmian Football League Limited
- The Northern Premier Football League Limited
- The Southern Football League Limited
- Any other Leagues which have been authorised by The FA as shown in Appendix [].

on such terms and conditions as shall be mutually agreed by the two clubs and the player. For transfers between Clubs in the same Competition the transfer must be completed on the National League System Temporary Transfer Form and for transfers between Clubs in different Competitions the transfer must be completed on FA Form H3.

The Competition shall not approve more than TWO short term loan transfers to or from any one club including FA Premier League or Football League clubs at any one time.

A Club can have up to a MAXIMUM of 8 players on short term loan during the season. The minimum period of a short term loan transfer must be 28 days with a maximum of 93 days in any one season.

Short term loan transfers which become permanent before their expiry date shall not count against a Club's quota of days or players.

A player whose contract registration is cancelled by mutual consent and immediately re-registered by the same or a different Club on a non-contract basis shall not subsequently be registered as a contract player for the same Club within three months of the date of the cancellation except with the consent of the Board.

On completing the National League System Temporary Transfer Form or FA form H3, a Club must send the top copy to The FA, one copy to the Company and the third copy to the secretary of the league with which the player is registered.

To extend the period of any short term loan transfer a further National League System Temporary Transfer Form or FA form H3 must be completed, with copies sent as provided above.

The player being taken on short or long term loan must sign a Competition contract registration form, which will be valid for the full period of the loan, including any extension to the loan period. The standard Competition cancellation form must be used to prematurely end the temporary transfer period.

The short term transfer of a player to a Club must be completed and registered with the Company at least [] [] hours before the scheduled time of the kick-off of the first match in which the player is required to play.

If the short term loan transfer is extended, only the Club for whom the player was originally registered will be allowed to cancel the agreement at any time within the extension period. In the case of a goalkeeper, Clubs may mutually agree, if they so wish, to include a recall clause in the agreement to enable the Club for whom the player was originally registered to recall the player at any time during the loan period. Players, other than goalkeepers, may NOT be recalled within the first month (i.e. 28 days) of any loan period.

Any short term loan transfer which may terminate after the last day for registrations (Rule 6.5) may be extended for a further period.

The short term loan transfer of a player must be continuous. If the same player is taken on loan at a later date, this second loan period will count against the permitted number of short term loan transfers.

A player cannot play for a Club on a short term loan for more than 93 days in any one Season.

- 6.4.5 Long Term Loan Transfers shall be for a Playing Season or from the commencement of the Playing Season to 31st December or from 1st January (the January Transfer Window) to the end of the Playing Season. The Board may approve loans between Clubs in membership of the Leagues referred to in Rule 6.4.4 in respect of players aged 24 and under on or before 30th June prior to the commencement of the Playing Season and provided the loan is registered by [3pm on the Friday before the Playing Season commences] [] hours] before the Club's first fixture of the Competitions Playing Season] for the Playing Season or from the commencement of the Playing Season to 31st December or on or before 31st January for the period from January to the end of the Playing Season and providing that such agreement is dated to expire at the end of the Playing Season relative to the Club taking him on loan.

A player on long term loan may not be recalled except for a goalkeeper or where the player is to be transferred permanently by the Club holding his registered contract. A player other than a goalkeeper so recalled cannot be permitted to play for the Club holding his registration after such recall until the end of the Season. Players so recalled can only be replaced by a further long term loan with permission from the Company. Long term loans transfers will not count against the number of short term loans in Rule 6.4.4.

- 6.4.6 The maximum number of Short Term Loans will be 8 per Season and Long Term Loans will be 2 per Season. Whilst a Club may register any number of Work Experience players only 2 may play in any one match in accordance with FA Rules. A Club may name up to a maximum of 5 players on a team sheet who are either Long Term Loans, Short Term Loans or Work Experience players with no more than 2 from any one Category.
- 6.4.7 The Company may, at its discretion, refuse any further registration of players to any Club which has not completed payment of a transfer arrangement made with another Club or arranged for the payment to be adequately secured. The Club concerned will continue to pay the player in accordance with his contract.

6.5 CLOSING DATE FOR REGISTRATIONS

After 5pm on [the last Thursday in] [] March each season, registrations and transfer of registrations will be declined or will be approved subject to such limitations and restrictions as the Board may determine and, if so determined, the player shall only be eligible to play in the matches for which permission is granted by the Board.

6.6 CLUB LIST OF PLAYERS AND TRANSFER LIST

Clubs shall furnish the Competition Secretary by 1st June with the following details:

- 6.6.1 a list of contract players whose agreements do not terminate at the end of the current season;

- 6.6.2 a list of contract players in respect of whom the Club has exercised its option in accordance with Football Association Rule C1, J ;
 - 6.6.3 a list of contract players in respect of whom the existing agreements do not include an option to renew but which the Club is desirous of offering further engagements, in accordance with Football Association Rule C1,J;
 - 6.6.4 a list of contract players in respect of whom the Club has exercised its option in accordance with Football Association Rule C1, J but whose registration the Club is prepared to transfer;
 - 6.6.5 a list of contract players the Club has released;
 - 6.6.6 a list of all players whose registration the Club wishes to be cancelled;
- Clubs shall also complete the standard Competition forms and return these by this date.
- A Club relegated from the Football League Limited shall advise the Competition Secretary by 30th June the names of players retained by that Club for the season, taking into consideration the contents of Football League Rule 53.

6.7 SUBSTITUTE PLAYERS

A Club at its discretion may use three substitute players at any time in a match. Substitution can only be made when play is stopped for any reason and the Referee has given permission. When a Club is making a substitution it shall use a Board to show the number of the player to be substituted and the number of the substitute player.

A maximum of [] SUBSTITUTES may be nominated and they must be included on the official team sheet handed to the Referee before the match in accordance with Rule 8.11.1. A substitute may not be used to replace a player who has been suspended from the match by the Match Officials.

If a player does not take part in the match for which he is a nominated substitute he shall be deemed as not having played for the Club in that match.

If a named substitute is not a registered player with the Club for the Competition and does NOT take part in the match, the offending Club may be fined in accordance with the Fines Tariff.

6.8 PLAYING AN INELIGIBLE PLAYER

Any Club found to have played an ineligible player in a match shall have any points gained from that match deducted from its record and have levied upon it a fine in accordance with the Fines Tariff. The Company may vary this decision in respect of the points gained only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or in the case of where a substitute player who is ineligible participates in a match or is listed on the official team sheet but does not participate in that match.

The Board may also order that such match be replayed on such terms as are decided by the Board which may also levy penalty points against the Club in default.

6.9 FINANCIAL ARRANGEMENTS

- 6.9.1 Subject to clauses 6.9.2 to 6.9.7, and to the Rules and Regulations of The FA, a Club may negotiate a financial arrangement with its players.
- 6.9.2 All players under a written contract must be registered with the Competition and The FA.
- 6.9.3 All payments and benefits due to the player must be shown in the contract.
- 6.9.4 All payments made to players must be made by the Club and fully recorded in the accounting records of the Club.
- 6.9.5 All salaried payments (whether to contract or non-contract players) must be subject to PAYE and National Insurance.
- 6.9.6 All salary payments due on written contracts must be stated gross, before PAYE and National Insurance deductions.
- 6.9.7 Any players paid expenses should be reimbursed via an expense claim form. The club should retain all expense records in a format acceptable to the Inland Revenue.

6.10 NON UNITED KINGDOM PLAYERS

In a Competition match a Club shall not, without the consent of the Board, play more than three players who are not citizens of the European Union or colonies of the United Kingdom unless such person has been resident in the United Kingdom for a continuous period of five years. Any Club in breach of this Rule will be deemed to have played an ineligible player and will be dealt with in accordance with Rule 6.8.

7. CLUB COLOURS

7.1 On or before a date specified by the Company each year, every Club shall notify the Competition Secretary, in writing, of details of their first choice colours (shirts, shorts and socks) and such details shall be printed in the Handbook published by the Company for the ensuing Playing Season. The colours registered by each Club shall be worn during the following season when playing at home. Shirts must be numbered [(or where 13 is excluded)] or [in accordance with the Competition squad numbering provision] such that the numbers can be clearly identified by officials and spectators. Striped, hooped or otherwise patterned shirts shall have numbers affixed to contrasting patches or numbers in a contrasting colour with bold outline. No changes to the first choice colours or combination of colours shall be permitted without the consent of the Board.

7.2 When the registered colours of shirts shorts or socks of two competing Clubs are alike or similar the visiting Club shall change the relevant item to a colour which does not clash with the corresponding item of the home Club. Neck and cuff trim colours on shirts shall not be regarded as a basic colour for the purpose of this Rule.

Subject to the foregoing a Club may, if they wish, wear colours not registered with the Competition for away matches. It is the responsibility of the visiting Club, if they do not intend to play in their registered colours, to notify the home team and check that their colours will not clash.

7.3 The goalkeeper shall play in kit clearly distinguishable from the colours of the shirts worn by all other players in the match and the Match Officials.

[The goalkeeper may not wear a black jersey or a predominantly black jersey in the Competition fixture.]

7.4 No Club shall be permitted to register or play in shirts the colour of which is likely to cause confusion with the outfits worn by the Match Officials (i.e. black or dark blue).

7.5 The players' shirts must be clearly numbered in accordance with the list handed to the match referee before a match and there must be no change of numbers during the match except for a change of goalkeeper or if permitted by the match referee because of a blood injury.

7.6 The Captain shall wear a distinguishing armband [provided by the Competition] to indicate his status.

7.7 Both sleeves of the shirts of all players in matches played under the jurisdiction of the Company shall carry a Competition logo as supplied by the Competition on an annual basis if so decided by the Board.

Shirt advertising must comply with FA Regulations.

8. PLAYING OF MATCHES.

8.1 The Board shall fix the date on which the Playing Season shall commence.

8.2 All matches shall be played under the Rules and Regulations of The FA and in accordance with the Laws of the Game as determined by the International Football Association Board.

8.3 All matches shall be of ninety minutes' duration. Any match not complying may be ordered to stand as a completed match or replayed for the full period of ninety minutes, or the match awarded to the Club not at fault, as the Board may decide, on such terms as the Board shall decide. The half-time interval in all matches shall not exceed 15 minutes.

Where a match is abandoned for reasons over which neither Club has control, the home Club shall retain the gate receipts of such uncompleted match and the Board shall decide

the terms upon which any replayed match shall be played.

Where a match is abandoned before Half Time the Home Club will issue a voucher to spectators valid for free admission on the date of the rearranged match. Where a match is abandoned after Half Time for whatever reason(s) no refund voucher will be issued.

Where a match is abandoned because of the conduct of one team or its Club members the Board shall be empowered to award the match to the opponents and fine them in accordance with the Fines Tariff. Where an abandonment is caused by the conduct of both teams or their Club members the Board will take such action as they consider appropriate and both shall be fined in accordance with the Fines Tariff.

In the event of a match having to be postponed for any reason due to problems arising from one of the Clubs involved their prospective opponents shall be compensated by them. In the case of the visiting Club, should it have undertaken all or part of the journey, travelling expenses and meal allowances may be claimed, based on the total mileage involved on the whole journey. In exceptional circumstances expenses for overnight accommodation for up to a maximum of eighteen persons are claimable and if the Clubs fail to agree a figure the Board will have absolute discretion in the matter. No claim in excess of £ per person will be acceptable.

In the event of a match having to be postponed for any reason due to no fault of either Club the home Club may be required to compensate their opponents, should they have undertaken all or part of the journey, travelling expenses [at the rate of [] per mile for a journey of up to [] miles and [] per mile thereafter] based on the total mileage involved on the journey actually undertaken. If the Clubs fail to agree the figure the Board will have absolute discretion in the matter.

All claims for compensation by either Club shall be received by the Competition Secretary within 14 days of the date of the match to which the claim relates.

- 8.4 In the event of the match being postponed, not completed or abandoned, the home Club must immediately telephone or facsimile the Competition results service, the Competition Secretary and, in the case of a match postponement, the Appointing Authority, the visiting Club and the Match Officials. When a postponement occurs in any FA or County Cup competition, the home Club if two Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.
- 8.5 Each Club must take every precaution to keep its ground in good playing condition and amenities (including floodlights) in good working order throughout the Playing Season.
- 8.6 Where a match has been postponed for any reason, the two Clubs concerned must agree within () days of the postponement a new date (which shall be within days of the original date) and in default the Board is empowered to order Clubs to play on a date it considers suitable. The Competition Secretary shall determine the new date.
- Any Club without just cause failing to fulfil an engagement to play a Competition match on the appointed date shall for each offence be liable to expulsion from the Competition and/or such other disciplinary action the Board may determine, including the deduction of up to a maximum of three points from the offending Club's record, any expenses incurred by their opponents, and a fine in accordance with the Fines Tariff.
- In the event of a Club being in breach of the previous paragraph of this Rule then the Board may award points to the Club not at fault as if the match had been played and the League table shall reflect the position as if the match had been played with the result awarded by the Board.
- 8.7 The postponement of matches due to ground conditions must be carried out in accordance with Rule 15.2.
- 8.8 All Clubs must have a facsimile machine, a mobile telephone and an email address, operational at all times. These will be listed in the Competition Handbook unless a Club requests otherwise.
- 8.9 Each Club shall be prepared to kick-off at the scheduled time unless a satisfactory explanation is offered. Any Club commencing a Competition match with less than 11

- players may be subject to a fine in accordance with the fines tariff. Each team participating in a match shall represent the full available strength of each competing Club.
- 8.10 When a Club obtains the consent of the Board to postpone a fixture because of an epidemic, affecting the availability of their players, that Club shall be liable to pay any direct expenses incurred, if any, to the opposing Club. The amount of claim will be at the discretion of the Board. Requests for the postponement of a match for any reason will not be considered more than forty-eight hours before the scheduled time of kick-off.
- Medical certificates for those players affected, signed by the players' own doctor, must be forwarded to the Competition Secretary within [fourteen days] of the postponement, along with a full list of contract and non-contract players currently registered by the Club at the date of the match which was postponed, giving full reasons against each name for the player's unavailability.
- 8.11.1 Each Club must hand copies of a list of name(s) of players taking part in a match (including the name(s) and number(s) of the nominated substitute(s)) to the Referee and a representative of their opponents in the presence of the Referee at least forty five minutes before the scheduled time of kick-off. The players' numbers (in accordance with Rule 7) and the colours of the playing strip must be clearly stated. Any Clubs in breach may be fined in accordance with the Fines Tariff.
- 8.11.2 Any Club altering its team selection or numbering after team sheets have been exchanged may be fined in accordance with the Fines Tariff. A player who is named on the team sheet exchanged under Rule 8.11.1 may be replaced without fine if he is injured warming up after exchange of the team sheet. Any subsequent changes must be notified to the referee and to a representative of the opponents before the actual kick-off.
- The name of the Doctor or Medical Practitioner in attendance (in accordance with Rule 26) must be entered on the Team Sheet in the appropriate space provided.
- 8.12.1 The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match, to be received at least five days prior to the match and the visiting Club and the Match Officials must acknowledge receipt to be received at least three days before the match.
- 8.12.2 Where a match is re-arranged or cancelled after the officials have been appointed, it is the duty of the home Club to notify the officials of the cancellation of their appointments immediately. Clubs in default of this Rule may be subject to any action decided by the Board.
- 8.13 Unless mutually agreed by the Clubs concerned, the time of kick-off shall be:
- Saturday matches – 3.00 pm
- Midweek matches – 7.45 pm [unless a Club notifies the Competition Secretary in writing before the commencement of each Playing Season to state that it wishes all its home midweek matches to kick off at pm]
- Official bank holidays and Sundays – Club [] unless agreed otherwise by the two Clubs and the Board; application shall be made to the Competition Secretary by both Clubs at least 21 days before the relevant date. All agreed changes to time of kick-off to be notified to the Board immediately for confirmation.
- All Competition midweek fixtures will be scheduled for Tuesday Evenings, [pm] Kick-Off.
- To re-schedule a midweek fixture for an evening other than [a Tuesday] [a Club's usual midweek night] will require written agreement of both Clubs and the Competition Secretary.
- The Competition Secretary reserves the right to amend scheduled fixtures and kick-off times to meet television requirements as necessary. Notification will be provided by the Competition Secretary in writing to both Clubs for fixtures so rescheduled.
- 8.14 All matches shall be played on the home and away principle and the Board shall determine how the fixtures shall be arranged. Such fixtures shall take precedence over all

competitions in which a Club may engage, with the exception of:

- The FA Challenge Cup/Welsh Cup.
- The FA Challenge Trophy/Vase Competition.
- The Senior Cup Competition for which the Club is eligible, of the Affiliated Association to which it was first affiliated.

Clubs playing in the FA of Wales Challenge Cup, or an Affiliated Association Cup Competition which allows the option to play the tie mid-week, must arrange the match to avoid interference with Saturday fixtures, providing the opposing club drawn at home has suitable floodlighting. This applies to ALL Clubs who play in a League competition which forms any part of the National League System of Football outside the Football League.

Scheduled Saturday fixtures must not be re-arranged without permission of the Competition Secretary. This excludes FA Cup, FA Trophy and FA Vase matches. Clubs may be ordered to re-arrange outstanding matches, at the discretion of the Board, and where necessary their prospective opponents instructed accordingly. Clubs with open dates on Saturdays may be instructed to play any outstanding Competition fixture on such date. A minimum of [] days' notice will be given in respect of any such re-arrangement.

- 8.15 A Club may not enter its first team in any outside competition, other than those listed in Rule 8.14, without the prior permission of the Board. The Competition Secretary must be informed of all fixtures, postponements and results of all matches played in any other competition.
- 8.16 The Board shall determine the policy of the Competition for the issuing of match day passes.
- 8.17 The Board may change any Competition fixtures during the season to suit the overall interests of the Competition and shall have the power to decide whether a ground is suitable for Competition matches and to order a Club whose ground is deemed unsuitable to play its home matches at an alternative suitable ground.
- 8.18 [] weeks' notice is required from Clubs wishing to re-arrange a Saturday match to Friday evening or Sunday. A request made in less than this period of time will only be considered by the Board in exceptional circumstances and granted at their discretion.
- 8.19 All Competition matches shall be arranged as soon as practicable. The copyright in all lists of arrangements of such fixtures shall be vested in the Company.
- 8.20 The home Club shall be responsible for notifying the Competition immediately following the conclusion of each home Competition match the result of that match together with the attendance, the times of all goals scored in the match and the scorer of each goal. In any FA or AFFILIATED ASSOCIATION Competition the home Club if two Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.
- 8.21 The home Club is responsible for publishing a full match programme acceptable to the Board for each of its Competition matches. A team sheet will not be considered sufficient to comply with this Rule.

The visiting Club must send in writing to the home Club details of the proposed team they plan to field together with their Club history and up-to-date pen pictures of their current players registered with the Competition for the season [and the latest team photograph] at least five days before the scheduled date of the match between the two Clubs.

The home Club programme must include the details sent by the visiting Club in the match day programme [and a copy of each match day programme shall be sent by the home Club to the Competition Secretary within 3 days of the match with the relevant match report form].

Clubs will be responsible for all comments in their match day programme in respect of the Competition, the Company or other member Clubs, notwithstanding any disclaimers to the contrary. No part of a Club's programme issued for a match in any competition shall, in the

opinion of the Board, bring the Competition or the Company into disrepute.

All Clubs will be responsible for their official website or similar computer related information system, which is within the public domain. Nothing shall be included on the website which in the opinion of the Board brings the Competition or the Company into disrepute.

- 8.22.1 In all Competition Matches, the number of Clubs players and officials seated on the team benches, in the designated technical area, must not exceed 11 unless the team bench facility provides more than 11 individual seats.
- 8.22.2 Only one person at a time has the authority to convey tactical instructions to the players during the match. This person shall be the team manager or the team coach. He is allowed to move to the edge of the technical area to issue instructions to his team but then must return to his position on the bench immediately after giving these instructions.
- 8.22.3 All team officials and substitutes seated on the bench shall be listed on the official team sheet when it is submitted to the Match Officials. Only those persons listed on the official team sheet shall be permitted in the technical area.
- 8.22.4 The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to The FA, who shall have the power to impose sanctions as deemed fit.
- 8.22.5 With the exception of the team manager, the team coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainers bench. The team manager or team coach is allowed to move to the edge of the technical area to issue instructions to his team, but must then return to the trainers bench.
- 8.22.6 All occupants of the technical area must wear the corporate bench kit supplied to each Member Club. Failure to wear the bench kit will result in a fine in accordance with the fines tariff. The only exception would be the Team Manager who will be allowed to wear suits and overcoats not displaying any sponsorship logos.

9. PLAYERS' AGENTS

- 9.1 A Players' Agent cannot have an involvement in any Club in an official capacity (as defined by the Board) nor may he hold office with the Competition.
- 9.2 All Clubs must comply with The FA Regulations concerning Players' Agents.

10. FINANCIAL RECORDS

- 10.1 All Clubs shall keep their accounting records for recording the fact and nature of all receipts and payments so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Club.
- 10.2 The home Club shall retain all gate receipts. Where a match is declared all ticket the Away [visiting] Club shall be entitled to 10% of the total number of tickets available or a minimum of 600, whichever is the greater, subject to any stipulation by the relevant safety authority affecting these figures.

Clubs must ensure that all gate receipts are fully and properly recorded and accounted for in the accounting records of the club.

Clubs should have a system in operation for home games that enables them to accurately report on the following;

- A record of all tickets sold in advance
- A reconciliation of cash received by category of entrant through each turnstile
- The number of entrants through each turnstile
- A schedule of the numbers admitted to parts of the stadium that do not pass through a turnstile
- A list of complimentary tickets authorised

This documentation should be reconciled to the overall takings and declared attendance for each home game.

- 10.3 For Competition league matches only, the travelling expenses of match officials shall be pooled, each Club rendering on the match report details of all payments made. The Company shall, at the conclusion of the season, divide the total cost of officials in each division by the total number of Clubs in that division and where the total payment made by the Club is less than the equal share of the pool, the Club shall pay the difference within 14 days of the date of posting of the written notification to the Club. Where the sum paid by the Club is more than the equal share of the pool, the Club will be reimbursed from the pool of monies received from all the other Clubs.
- 10.4 In the event of a transfer of a player where a consideration is agreed, the consideration can only be paid between the two clubs (the transferor and transferee clubs).
The full name of each contracting club should be stated in the transfer agreement. The full consideration involved must be recorded in the accounting records of both clubs.
- 10.5 Any Club temporarily transferring a player's registration to another club should invoice the receiving club in accordance with the terms of the loan agreement. The player concerned should remain on the payroll of the Club holding his permanent registration for the period of the loan.
- 10.6 All loans extended to a Club must be documented in full in the accounting records of the Club.
Documentation supporting each loan must be retained and should include the following information:
- The value of the loan
 - The length of the loan
 - The interest rate charged, and whether this is fixed or variable
 - Repayment terms
 - The full names of the individual or corporate body extending the loan
 - The terms in the event of a default on the loan
- The document should be signed by two directors, Officers or Executive Committee Members who are independent of the party extending the loan.

11. FOOTBALL CREDITORS

Where a Club defaults in making any payments to any Football Creditor, the Club shall be subject to such penalty as the Board of Directors may decide.

12. RESULT/REPORT FORMS

Each Club shall submit the fully completed copy of the appropriate match result forms by first class post (in an envelope showing a postmark within 3 days of the match), facsimile, or email to the Appointing Authority and the Competition. When a Club considers that the Referee has discharged his duties incompetently and awards a mark of [] or less, a detailed report must be sent to the Appointing Authority within three days of the match by first class post. Clubs in default of any provision of the Rule will be subject to a fine for each offence in accordance with the Fines Tariff.

13. CHAMPION, RELEGATION

- 13.1 Three points will be awarded for a win at home or away and one point for a drawn match at home or away.
- 13.2 At the end of the Playing Season of each competition a table will be compiled showing the playing record of each Club in each division of the Competition.
The position of each Club in the table so compiled shall be determined in order with the Club being awarded the highest number of points being first and the Club being awarded the second highest number of points being placed second and so on. In the event of two or more clubs being awarded the same number of points the highest placed Club shall be decided as follows:

- 13.2.1 Goal difference – The goals scored against by each Club shall be deducted from the goals scored by that Club and the largest difference shall be placed the highest.
- 13.2.2 In the event of the goal difference being equal the highest placed Club shall be the Club which has scored the most goals;
- 13.2.3 In the event that two or more Clubs have the same goal difference and have scored the same number of goals then the highest placed Club shall be the Club which has won the most matches.
- 13.2.4 In the event of the two Clubs still being equal the Club which has the better playing record against the other Club in their head to head Competition matches during the Season will be the highest placed Club.
- 13.2.5 If the records of two or more Clubs are still equal and it is necessary for any reason to determine the position of each then the Clubs concerned shall play off a deciding match or matches on a neutral ground or grounds with the net gate money after deducting the usual matches expenses being divided equally between the two competing Clubs.
- 13.3 Promotion, relegation and lateral movement of Clubs shall be in accordance with the principles established by the Leagues Committee of The FA.
- 13.4 [each League to insert provision for promotion and relegation not covered by NLSC]
- 13.5 If no Clubs are eligible or wish promotion, the number of Clubs to be relegated will be reduced.
- 13.6 In the event of a Club, not being placed in a relegation position at the end of the season, wishing to resign from the Competition at the end of the season, or having been removed from membership under the Articles the number of Clubs to be relegated shall be reduced accordingly.
- 13.7 In the event of a Club opting to be relegated or being removed from membership under the Articles such Club or Clubs will replace the Club or Clubs otherwise due for relegation.
- 13.8 If any Club ceases to operate between the annual general meeting of the Company and the commencement of the following Playing Season, no adjustments to the number of Clubs participating in the Competition will be made. The remaining Clubs will participate in the Competition for that season.
- 13.9 A Club which for any reason ceases to operate at any time during the Playing Season may have its playing record expunged, and any monies due to them from the Company shall be forfeited. From the date of the withdrawal no further payment shall become due to them. From the date of the withdrawal, that Club shall cease to be a member of the Company.

14. SPORTING SANCTIONS

- 14.1 If an Insolvency Event shall occur in relation to any Club that Club shall be deducted 10 points. The deduction shall be made forthwith on the happening of the first Insolvency Event.
- Rule 14.2 Where a Club takes or suffers an Insolvency Event:-
- 14.2.1 during the Normal Playing Season but prior to 5:00 p.m. on the fourth Thursday in March, the points deduction shall apply immediately;
- 14.2.2 during the Normal Playing Season but after 5:00 p.m. on the fourth Thursday in March then Rule 14.3 shall apply; and
- 14.2.3 outside the Normal Playing Season, the points deduction shall apply in respect of the following Season such that the Club starts that Season on minus 10 points (including a Club or Clubs Relegated from the [] League, where such Club shall be subject to Rule 14 of the [] League Rules).
- 14.3 Where the circumstances set out in Rule 14.2.2 apply and at the end of that Season, having regard to the number of Competition points awarded (ignoring any potential deduction):-
- a) the Club would be relegated in accordance with The [] League Rules, the points deduction will apply in the next following Season; or

-
- b) the Club would not be relegated as aforesaid, the points deduction will apply in that Season and [] League Rules will then apply (if appropriate) following the imposition of the points deduction.
- 14.4 For the purposes of this Rule 14
- a) where any Insolvency Event is taken or suffered other than on a Business Day (as defined by the Insolvency Rules 1986 as amended from time to time) then for the purposes of determining the timing of any points deduction only the action taken or suffered will be deemed to have been taken or suffered on the immediately preceding Business Day; and
- b) if a Company Voluntary Arrangement is approved, then approval of that Company Voluntary Arrangement shall be deemed to have been given at the date of the first meeting of creditors called to consider that Company Voluntary Arrangement, and not the date of any adjourned meeting of the creditors or the meeting of shareholders
- 14.5 For the avoidance of doubt, where a Club is subject to more than one Insolvency Event (for example Administration followed by a Company Voluntary Arrangement), the Club shall only be deducted one set of 10 points, such deduction to apply with effect from the first Insolvency Event.
- 14.6 The Competition shall serve the Club with written notice of the points deduction (the 'Notice').
- 14.7 A Club may only appeal against an automatic deduction of points on the ground that the insolvency proceedings arose solely as a result of a Force Majeure event (the 'Appeal'). For the purposes of this Rule 14, a 'Force Majeure' event shall be an event that, having regard to all of the circumstances, is reasonably considered to have been unforeseeable and unavoidable.
- 14.8 Any Appeal must be in writing and be received by the Competition at its registered office no later than 7 days after the Competition serves the Notice. The Appeal must contain a statement setting out the grounds of appeal and provide copies of any documentation upon which the Club intends to rely in support of the Appeal.
- 14.9 The Club must also lodge with the Competition, at the same time as the Appeal, a deposit fee in respect of the costs of the Appeal.
- 14.10 Upon receipt of the Appeal the Competition Secretary shall refer the matter to an SSAP by delivering to the Chartered Institute of Arbitrators (or such other body as the Board may from time to time determine) five copies of the appeal documents together with a request for the appointment of Arbitrators as set out in 14.9 hereof.
- 14.11 The SSAP shall consist of three Arbitrators, one of whom must be a barrister (or solicitor) of at least 5 years' call who will act as Chairman of the SSAP, each to be appointed by the Chartered Institute of Arbitrators (or such other body as the Board may from time to time determine) as provided above.
- 14.12 The Competition shall, immediately upon receipt of the Appeal, instruct a firm of independent accountants to carry out a review of the Club's activities for the purposes of preparing an independent report into the circumstances surrounding and leading up to the entering into insolvency proceedings. The Club shall meet the costs of preparation of that report in any event. The report shall be provided to the Club, the SSAP and the Competition. The SSAP shall take into account the contents of that report when determining whether the insolvency proceedings arose solely as a result of a Force Majeure event.
- 14.13 Both the Club and the Competition shall be entitled to make representations to the SSAP. The SSAP shall use all reasonable endeavours to hear any appeal within 21 days of the lodgement of the Appeal.
- 14.14 The SSAP shall have the power to:-
- 14.14.1 Confirm the deduction of ten points; or

- 14.14.2 Set aside the deduction of ten points and substitute a deduction of such lower number of points as it shall deem appropriate; or
- 14.14.3 Order that there shall be no sanction at all.
- 14.15 The decision of the SSAP shall be final and binding. Any costs incurred by any party in appeal proceedings brought before the SSAP shall be met by the Club in any event and shall be considered as a sum due to the Company.
- 14.16 Any sanctions imposed pursuant to these provisions shall not be taken into account in respect of any other sanctions, penalties or fines that may be imposed by the Competition in respect of any breaches of its Rules, Regulations or Articles of Association by the Club.

15. MATCH OFFICIALS

- 15.1 Match Officials for all Competition matches shall be appointed by the Appointing Authority.
- 15.2 No Club shall postpone a Competition match on account of the apparent state of the ground. In the event that such circumstances prevail, Clubs should comply with procedures provided for in the document published by The FA "Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions". Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Competition, the Appointing Authority, the visiting Club and the Match Officials.
- 15.3 In the event of any of the Match Officials appointed for a match not being in attendance at the match or becoming unable to complete the match it shall be completed under the control of the remaining Match Officials unless the competing Clubs are able to agree upon a substitute who is acceptable to the Match Referee; should the appointed Match Referee fail to appear then the senior Assistant Referee must take charge. Any substitute agreed for a match shall be considered a Match Official for the purposes of that match.
- In the event that a Club causes a match to be abandoned in relation to the operation of this Rule then that Club shall be charged with failing to fulfil a fixture (Rule 8.6 refers).
- 15.4 Match Officials should be present at the appointment at least [] minutes prior to the scheduled time of kick-off. The appointed Referee may be required to visit the ground earlier if requested to do so by the home Club.
- 15.5 In cases where it is found necessary to stop play owing to the weather or other cause, the Referee must wait a reasonable length of time before deciding on abandonment.
- 15.6 Referees must report on the relevant form all cases where teams commence a match late or without eleven players on the field of play. Referees must also report their own or any assistant referees' late arrival in any matches, and notify those concerned at the time of their intention. Assistant referees must also send an explanation of their late arrival to the Appointing Authority in writing by first class post within 3 days of the match.
- 15.7 The home Club will be responsible for paying the Match Officials the fees and match expenses set by the Appointing Authority on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason). In the case of a postponed match, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to claim travelling expenses and half their match fee from the home Club. Where provided by the home Club, each Match Official must complete and submit a claim form for expenses.
- 15.8 The home Club shall be responsible for providing Match Officials with distinctive flags of a suitable size in an acceptable condition.
- 15.9 Three match balls proposed to be used in the match and, if applicable, supplied by the Company under a ball sponsorship agreement must be submitted to and approved by the Referee before the commencement of the match in his/her dressing room.
- 15.10 The home Club shall supply to the visiting Club a minimum of three practice balls for use prior to the start of the match. The balls provided must be in good condition and, if applicable, as supplied by the Competition under a ball sponsorship agreement.

- 15.11 Referees must report all breaches of Rule to the Competition Secretary in writing within three days of the match on the appropriate form by first class post.

16. WITHDRAWAL OF CLUBS

A Club must notify the Company not later than 31st December each year of its intention to withdraw from the Competition at the end of that Playing Season. Failure to do so will make a Club liable to a fine in accordance with the Fines Tariff.

This Rule shall not operate so as to preclude promotion, relegation or lateral movement of any Club to another competition in accordance with Rule 13.

17. PROTESTS, APPEALS

- 17.1 All protests, claims or complaints relating to these Rules and appeals arising from a player's contract shall be heard and determined by the Board, or a sub-committee duly appointed by the Board. The Clubs or players protesting, appealing, claiming or complaining must send two copies of such protest, appeal, claim or complaint and deposit a fee which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Board.
- 17.2 All such protests claims complaints and appeals must be received in writing by the Competition Secretary within fourteen days of the event or decision causing any of these to be submitted.
- 17.3 The Board shall also have power to compel any party to the protest to pay such expenses as the Board shall direct.
- 17.4 Any appeal against a decision of the Board must be lodged with The FA within fourteen days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Competition Secretary.
All appeals to The FA must be lodged in accordance with the appeals procedure detailed in the Appendix to these Rules or that in force at any one time.
- 17.5 A Club, on giving fourteen days' notice to a player to terminate his player's contract, must state in the notice his right of appeal to the Board and also the address of the Competition Secretary to whom he must appeal. The notice must advise the player of the necessity of forwarding two copies of his appeal with the deposit fee specified in the Fees Tariff, to the Competition Secretary within seven days of the receipt of the notice from the Club. A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.
- 17.6 A player on giving fourteen days' notice to his Club to terminate his player's contract must also notify the Company and The FA of the reasons for the termination of the agreement. . A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.
- 17.7 If the recipient of a notice referred to in Rules 17.5 and 17.6 above wishes to do so, he may appeal against the relevant notice within seven days of the date of sending of the notice in writing in duplicate to the Competition Secretary with an appeal fee.
- 17.8 The Club or the player as the case may be shall have further right of appeal as set out in Rule 17.4 above.
- 17.9 An appeal by a contract player against a fine or suspension imposed by his Club under Football Association Rule C1(m) must be made within seven days to the Competition Secretary.
- 17.10 If so requested the Board may arbitrate on any disputes, protests, appeals, claims or complaints between two member Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

18. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS

Any person charged and found guilty of bringing the Competition into disrepute and any Club, Officer or Member charged and found guilty of misconduct as defined by the Board or of inducing or attempting to induce a player of another Club to join his own Club shall be liable to such penalty as the Board shall deem appropriate.

19. TROPHY

The Company shall present to the Winners and Runners Up of all divisions in the Competition [] souvenirs, [for the players, for the secretary, team manager and for assistant and coaching staff.] Additional souvenirs cannot be presented except by consent of the Board, and then at the expense of the requesting Club.

In addition, a Competition championship trophy and runners-up trophy will be presented as and when the Board determine.

The Clubs concerned will also receive a permanent souvenir.

The trophies are the property of the Company and may never be won outright.

The recipient Club shall be responsible for engraving their details on the trophy before returning same.

The following agreement shall be signed on behalf of the winners of the trophies:

"We, A.B. the ofFootball Club, C.D. and E.F members of and representing the said Club, having been declared winners of the [] Trophy and the same having been delivered to us by the said Competition, do hereby on behalf of the said Club, jointly and severally agree to return the same to the Competition Secretary, on or before 1st March next in good order and condition, suitably inscribed, in accordance with the Rules of the Competition and if the said Trophy is lost or damaged whilst under our care, we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

Any Club not returning the Competition trophy by the due date, returning them in poor condition or without being engraved will be fined in accordance with the Fines Tariff.

20. ALTERATIONS TO RULES

No alteration to the Rules shall be made until they have been approved by The FA. Alterations to Rules shall only be made by special resolution passed at a general meeting of the Company[in accordance with article [] of the Articles of Association of the Company].

Proposals for alterations to Rules, together with the name of their proposers and seconders, shall be received by the Company Secretary not later than 31st January prior to the date fixed for the annual general meeting of the Company in each year or not later than eight weeks before the holding of an extraordinary general meeting called for the purpose of amending the Rules.

21. ADMISSION CHARGES

The minimum charge for admission to all matches [in each division] shall be £[] including VAT. Clubs may, at their discretion, vary the operation of this rule in respect of the admission of juveniles and senior citizens or other concessions they deem appropriate.

Admission charges, excluding home Club concessions as appropriate, must be the same for home and visiting supporters at Competition matches.

22. LONG SERVICE

22.1 The Board shall be empowered to grant a long service award for [years'] service with a member Club, providing such an award has not already been made by any other competition.

22.2 Clubs may enter into agreement with players after five years continuous service providing for a testimonial. Players shall be qualified for a second testimonial after a further five years

continuous service. If a player is eligible for and entitled to a testimonial, his Club may grant him a monetary consideration, sanctioned by the Board of Directors, in lieu of such testimonial.

23. CENTENARY AWARDS

A Club celebrating its centenary whilst in membership of the Competition shall be presented with a commemorative award by the Board.

24. PLAYING SURFACES

Competition matches shall NOT be played on any synthetic or artificial grass surfaces without the prior written approval of the Board.

Clubs must register their pitch dimensions with the Competition prior to the start of each season. It will be misconduct on the part of a Club to alter its pitch dimensions during a season unless with prior written consent of the Board. The Board may at any time require a Club, at its own cost, to submit a report from a qualified independent source certifying the pitch dimensions.

The Board may require a Club to take such steps as the Board shall specify if they are not satisfied that an adequate standard of pitch is being maintained, including but not limited to the Board commissioning an independent report on the state of the pitch. The cost of the independent report to be borne by the Club concerned.

25. INSURANCE

25.1 PLAYERS

All Clubs shall be members of a players personal accident insurance scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the Board.

Each Club shall submit to the Board a copy of the insurance policy document together with the last premium payment receipt fourteen days prior to the start of the Playing Season.

25.2 PUBLIC LIABILITY

All Clubs must have Public Liability cover of at least [] million pounds (£[],000,000)

Each Club shall submit to the Board a copy of the insurance policy document together with the last premium payment receipt fourteen days prior to the start of the Playing Season.

26. MEDICAL PERSONNEL

The home Club must have a qualified medical practitioner in attendance throughout the match. The HOME doctor to visit both the home and away teams' dressing rooms before leaving the ground. The name of the doctor present at the match must be entered on the team sheet. Failure by any Club to meet this requirement may result in a fine being imposed at the discretion of the Board.

Each team should either have a Therapist who is Chartered, or be a registered member of the Health Professions Council, or be a Certified Therapist who has passed The Football Association's Diploma Course in the Treatment and Management of Injuries Course, in attendance throughout matches, to attend to injured players on the field of play and in the dressing room(s). Away Clubs should be accompanied by a Therapist as stated above, for the same purpose.

All Clubs shall have a therapist present throughout each Competition Match who has passed as a minimum The FA Intermediate Treatment of Injury" course (or its equivalent) and who holds a valid first aid certificate.

27. PLAYER TRANSFERS BETWEEN CLUBS

When players are transferred (contract, non-contract, or scholar) between member Clubs the Competition must receive copies of all relevant documents pertaining to the transfer including full details of any payment schedules agreed in writing or otherwise between the two Clubs. Should a Club fail to meet the payment schedules lodged with the Competition

on receipt of notification an embargo on further players registrations will be placed upon the defaulting Club together with a 1% levy per day on the outstanding payments as detailed in the]

28. PROVISION FOR MEMBERSHIP FORM TO BE SIGNED BY EACH CLUB EACH PLAYING SEASON
29. PROVISION FOR FULL & ASSOCIATE MEMBERS
30. PROMOTION AGREEMENTS
31. GENERAL MEETINGS
32. MANAGEMENT COMMITTEE
33. COMPETITION OFFICERS]

FEES TARIFF

<u>Rule</u>	<u>Subject Matter</u>	<u>Amount (£)</u>
2.3	Grading	
3.1	Application for membership	
3.1	Grading	
3.2	Membership	
3.2	Annual Subscription	
6.1	Registration Forms	
6.1	Additional forms	
14.7	Sporting sanctions appeal	
17.1	Appeal to Board	
17.4	Appeal to The FA	
17.5	Appeal by player	
17.6	Appeal by Club	
17.10	Arbitration	

FINES TARIFF

<u>Rule</u>	<u>Offence</u>	<u>Up to a Maximum Fine of (£)</u>
2.1	Failure to return Form D questionnaire	
2.1	Failure to complete Form D	
2.1	Failure to provide affiliation number	
2.6	Failure to notify change in Memorandum and Articles within 14 days	
2.11	Failure to notify occurrence of an Insolvency Event	
2.16	Failing to attend any General Meeting	

<u>Rule</u>	<u>Offence</u>	<u>Up to a Maximum Fine of (£)</u>
3.2	Failure to pay Annual Subscription 7 days before AGM	
4.5	Failure to pay amount due within 28 days	
4.8	Failing to attend to business	
4.13	Failure to submit accounts within ten months of accounting reference date	
6.2.2	<u>FAILURE TO REGISTER 11 PLAYERS PRIOR TO START OF SEASON</u>	
6.7	<u>(i) FAILURE TO USE A BOARD FOR SUBSTITUTIONS IN A MATCH</u> <u>(ii) Named substitute not registered but not taking part</u>	
6.8	Playing ineligible player	
7.1	Failure to provide details of colours by due date	
7.1	Failure to wear registered colours at home	
7.1	Failure to number all shirts	
7.1	Failure to have numbers on striped etc shirts on contrasting patch	
7.2	Failure to change relevant item in event of clash	
7.3	Goalkeeper not wearing kit different to <u>ALL OTHER</u> players	
7.5	Failure of player to wear number in accordance with team sheet	
7.6	Captain not wearing armband	
8.3	Causing Abandonment	
8.4	Failure to notify postponement or abandonment	
8.6	Failure to fulfil fixture	

<u>Rule</u>	<u>Offence</u>	<u>Up to a Maximum Fine of (£)</u>
8.6	Failure to agree new date of postponed match in time set	
8.7	Failure to carry out inspection procedure in accordance with 15.2	
8.8	Failure to have fax, mobile phone or email operational at all times	
8.9	Failure to start with Eleven players	
8.9	Failure to play full strength team	
8.11.1	Late team sheet	
8.11.1	Incomplete team sheet	
8.11.2	Altering team sheet after exchange (except for player injured in warm up)	
8.12.1	Failure to notify details of match to visiting Club and Match Officials	
8.12.2	Failure to notify cancellation or rearrangement to Match Officials	
8.13	Late kick off	
8.14	Failure to play County Cup match midweek	
8.15	(i) Playing in competition without permission (ii) <u>FAILURE TO NOTIFY RESULT TO THE COMPETITION SECRETARY</u>	
8.20	Failure to provide details of match immediately following end of match	
8.21	Failure to provide acceptable match programme	
8.21	Failure to provide programme information to hosts when playing away	
8.22	Benches	
12	Failure to send result form within 3 days	

<u>Rule</u>	<u>Offence</u>	<u>Up to a Maximum Fine of (£)</u>
15.7	Failure to pay Match Officials on day of match in dressing room	
15.8	Failure to provide flags	
15.9	Failure to play with Match balls required by The Competition	
15.10	Failure to provide practice balls to visitors	
16	Failure to give notice of resignation by due date	
19	Failure to return trophy by due date	
19	Failure to return trophy engraved	
19	Failure to return trophy in good condition	
25.1	Failure to insure players	
25.2	Failure to implement public liability insurance to required level	
26	Failure to have medical personnel as stated	

NOTES

YOUTH RULES FOR THE GUIDANCE OF COUNTY ASSOCIATIONS

The following Youth Rules are for the guidance of County Associations:-

1. The Association shall be called "The County Youth Football Association."
2. The Officers of the Youth Association shall consist of a President, Vice-Presidents, Chairman, Hon. Secretary and Treasurer, and Hon. Referees' Secretary.
3. The Youth Association for the purposes of general management shall be governed by a Council consisting of two Members from each Division elected annually in accordance with these Rules, four Members nominated by the County Football Association, the President, Chairman, Hon. Referees' Secretary and the Hon. Secretary and Treasurer of the County Football Association.
4. All Clubs having their headquarters within the area of the County Association, the whole of whose players are under 18 years of age on 31st August, of the then current season, shall be eligible for Membership, subject to the approval of the Council.
5. All Clubs upon application for affiliation to the Youth Association, and at any time thereafter when so required, shall satisfy the Council that they are properly constituted and also play Football according to the Rules and Regulations of The Football Association.
6. Each affiliated League, Competition and Club shall pay an annual fee.
7. Each affiliated Club shall forward on or before the 1st September in each year, to the Hon. Secretary, a return in accordance with Form "A" in the Schedule which is annexed to and forms part of these Rules.
8. For the purposes of management, the Youth Association shall be divided into Divisions, geographically as defined by the Council, the Division to which a Club belongs being determined by the situation of its ground or, in the event of a Club having no ground, by the situation of its headquarters.
9. The Annual General Meeting shall be held not later than the in each year. A printed balance sheet of the accounts, certified by the Auditor, shall be sent out with the notices convening the meeting 14 days prior to the date of same. Each affiliated League, Competition and Club shall be entitled to send two duly appointed Representatives. All Representatives appointed under this Rule must be Members of the Club they represent. An individual Member shall only represent one affiliated Club. The County Officers shall be entitled to vote at any Ordinary and/or Special General Meeting. Councillors may attend any General Meeting but may not vote in that capacity.
10. [Each County Association will frame its own Rule, as circumstances may require, to provide the method by which the Council shall be elected.]
11. The duties of the affiliated Leagues or Competitions may be generally defined as follows:-To investigate and (if so instructed by the Council) to deal with reports of misconduct, protests, complaints, or other matters referred to them by the Council, or by the Secretary in cases when delay would appear detrimental. The League or Competition shall, with as little delay as possible, report the results of their investigations and determinations to the Secretary. The Council shall have power to amend or revoke any decision of a League or Competition when they deem it advisable.
12. Any Appeal against a decision of a League or Competition must be sent to the Secretary, accompanied by a deposit of £0.50 which may be forfeited to the funds of the-County Association if the Appeal is successful. Members of a League or Competition whose decision is appealed against shall not sit on, or be present at, the Council Meeting during the determination of such Appeal. All Appeals under this Rule must be lodged with the Secretary within seven days of the decision being given, which it is desired to appeal against.
13. If an insufficient number of candidates is nominated, the Hon. Secretary shall report the circumstances to the retiring Council, who shall elect Members to fill the vacancies.

14. Five Members of the Council shall form a quorum for the transaction of business. The Council shall have the power to fill any vacancy that may occur among the elected Members in their body during the year. The Council shall have power to appoint such Committees as they may consider necessary and provide such secretarial assistance as they think fit.
[The Rules of the County Association shall apply to all matters not provided for in these Rules.]

MEDICAL REGULATIONS

1.1 Crowd Doctors

With effect from 1998/1999 all Doctors employed as "Crowd Doctors" must have successfully undertaken the two one-day Football Association courses in Immediate Medical Care or Pre-Hospital Care or equivalent. From 1998/1999 onwards, all new appointees would be expected to possess the Diploma in Immediate Medical Care or its equivalent.

2. Medical Regulations – FA Premier League

2.1 Appointment of Medical Personnel Each Club shall appoint at least one part-time team Doctor and one part-time Crowd Doctor and employ one full-time physiotherapist.

2.2 Qualifications of Medical Personnel

The team Doctor and the Crowd Doctor appointed by a Club shall each be qualified medical practitioners. A Crowd Doctor appointed by a Club shall be a registered medical practitioner and either:

- hold the Diploma in Immediate Medical Care issued by the Royal College of Surgeons (Edinburgh) Faculty of Pre-Hospital Care ("the Faculty") or its equivalent; or
- have successfully undertaken the Faculty's Generic Crowd Doctor Training Course or its equivalent.

2.3 The therapist employed by a Club shall be a Chartered Physiotherapist and/or be a registered member of The Health Professions Council, or if employed prior to the commencement of the 1998/1999 Season, have undertaken The Football Association Diploma Treatment of Injury Course.

2.4 Any assistant therapist employed by a Club shall be a Chartered Physiotherapist and/or be a registered member of The Health Professions Council, or hold The Football Association's Diploma in the Treatment and Management of Injuries.

2.5 Continuing Professional Development

Each therapist employed by a Club shall each calendar year undertake a minimum of 36 hours' continuing professional development (of which at least 18 hours shall be provided by means of formally approved courses) and shall maintain a record thereof and produce the same for inspection by an officer of the League on demand.

2.6 Attendance of Medical Personnel

At every League Match:

- (i) The Home Club shall procure the attendance of its Team Doctor and its Crowd Doctor who shall be available throughout and for a reasonable time before and after the match.
- (ii) Each participating Club shall procure the attendance of a physiotherapist who is qualified as required by 2.3 above.
- (iii) No person other than a participating Club's Team Doctor and therapist shall be permitted to treat Players or Match Officials on the field of play.
- (iv) The Home Club shall provide a minimum of two stretchers and a team of trained stretcher-bearers to remove injured Players or Match Officials from the field of play.

At any other match in which a Club team participates (except as required under the Rules of The FA Cup or the Football League Cup) the Home Club shall procure the attendance of the holder of an Emergency Aid Certificate approved by The Football Association.

2.7 Head Injuries

Any Player, whether engaged in a League Match, any other match or in training, who having sustained a head injury leaves the field of play, shall not be allowed to resume playing or training (as the case may be) until he has been examined by a medical practitioner and declared fit to do so.

2.8 Medical Records

Each Club shall keep medical records in respect of its Contract Players and Students in accordance with the requirements from time to time of the Medical Committee of The Football Association and shall make the same available for inspection by Doctors appointed by The Football Association to monitor the same.

2.9 Where the transfer including the Temporary Transfer of the registration of a Contract Player is being negotiated between Clubs, the Club holding the registration shall as the request of the other Club provide to it the medical records of the Contract Player in question.

2.10 Medical Insurance

During such time as there shall remain in force an agreement between the League and the Professional Footballers' Association for the subsidising of Player insurance schemes, each Club shall cause each of its Contract Players and Trainees to be insured under and in accordance with the terms of any private medical insurance scheme approved by the Board. In the case of Trainees such insurance may be limited to football related injuries.

Medical Regulations - Football League

3. Attendance of Qualified Medical Practitioner/Physiotherapist at Matches

3.1 It is the responsibility of the Home Club in matches played under the jurisdiction of The League to ensure that a registered Medical Practitioner with the General Medical Council ('Team Doctor'); and at least one paramedic trained in emergency medicine dedicated to dealing with on field matters, are in attendance throughout the Match. The Home and Away Club shall each have a Therapist, who shall be either:-

3.1.1 chartered;

3.1.2 a registered member of the Health Professions Council: or

3.1.3 have passed The Football Associations Diploma in the Treatment of Injury Course,

in attendance throughout the Match. Only those qualified as above shall be permitted to attend Players or Officials on the field of play. In exceptional circumstances an unqualified official may assist.

3.2 Where a Club employs directly or by consultancy one or more Therapists then the Senior Therapist must be either:-

3.2.1 chartered;

3.2.2 a registered member of the Health Professions Council: or

3.2.3 have passed The Football Associations Diploma in the Treatment of Injury Course,

3.3 All Clubs shall ensure that any Player having left the field of play with a head injury shall not be allowed to resume playing or training without the clearance of a qualified Medical Practitioner. The same provision shall apply where a head injury is sustained in training.

3.4 **Team Doctors.** All newly appointed Team Doctors (not previously having held an appointment as a Team Doctor with a Club in The League or The Premier League) prior to the 1st July 2003, are required to hold a Diploma in Sports Medicine or an equivalent higher professional qualification.

3.5 Team Doctors must fulfil a programme of Continual Professional Development (CPD) as determined from time to time by the profession; to attend education conferences and seminars organised by The Football Association and to support the medical education functions of The Football Association.

3.6 The Home and Away Club shall each have a Therapist, who shall be either:-

- chartered;
- a member of The Health Professions Council entitling them to use the title 'physiotherapist'; or
- have passed The Football Association Diploma in the Treatment of Injury Course, in attendance throughout the Match. Only those qualified as above shall be permitted to attend Players or Officials on the field of play. In exceptional circumstances an unqualified official may assist.

Save where the Senior Therapist employed directly or by consultancy at a Club held that role at a League Club or Premier League Club prior to 1st July 2005, then that Senior Therapist must be either:-

- chartered; or
- a member of The Health Professions Council entitling them to use a title 'physiotherapist'.

All other therapists employed directly or by consultancy by the Club must be either:-

- chartered;
- a registered member of The Health Professions Council entitling them to use a title 'physiotherapist'; or
- have passed The Football Association Diploma in the Treatment of Injury Course.

All Clubs shall ensure that any Player having left the field of play with a head injury shall not be allowed to resume playing or training without the clearance of a qualified Medical Practitioner. The same provision shall apply where a head injury is sustained in training.

For all matches at any level, other than the above (including at Centre of Excellence or Academies), there must be in attendance a holder of a Football Association approved Emergency Aid Certificate.

3.7 **Crowd Doctors.** Any doctors employed as Crowd Doctors must have successfully undertaken the 2 day FA course in Immediate Medical Care or Pre-Hospital Care or The Diploma in Immediate Medical Care; or an equivalent.

4. Medical Regulations – Football Conference

- (i) The Home Club must have a qualified medical practitioner throughout the game. The Home Doctor to visit both Home and Away Team dressing rooms before leaving the ground. The name of the Doctor present at the game must be entered on the team sheet.
- (ii) Each team should have either a therapist who is a registered member of The Health Professions Council or who is a Certified Therapist who has passed The Football Association's Diploma Course in the Treatment and Management of Injuries Course in attendance throughout matches to attend to injured players on the field of play and in the dressing room(s). Away Clubs should be accompanied by a Therapist as stated above for the same purpose.

5. Medical Regulations – Feeder Leagues (Premier Divisions Only)

- The Isthmian League
- The Northern Premier League

- The Southern League
 - (i) By the commencement of Season 1999/2000 a Doctor should be present for all home fixtures.
 - (ii) By the commencement of Season 1999/2000 a Therapist trained to the level of The Football Association intermediate Treatment and Management of Injury Course (as a minimum) should be in attendance throughout matches to attend so injured players on the field of play and in the dressing rooms. "Away" clubs should be accompanied by a Therapist as stated above for the same purpose.

6. Head Injuries

All Clubs shall ensure that any player in a league match having left the field with a head injury shall not be allowed to resume playing or training without the clearance of a qualified medical practitioner. The same provision shall apply where a head injury is sustained in training.

MEDICAL STAFF IN FOOTBALL ACADEMIES

1. Qualifications of Medical Staff

1.1 Academy Doctor

The Academy doctor shall be either the full-time club doctor or a doctor who shall be itinerant or part-time and have no duties or responsibilities for the Club's first team squad.

1.2 Academy Physiotherapists

Two full-time Therapists to be employed by an Academy to provide the medical services stated in the medical criteria governing Academy status. One shall be a full-time Chartered Physiotherapist or a registered member of The Health Professions Council. The second shall be full-time who shall be either an additional Chartered Physiotherapist or a registered member of The Health Professions Council or a Therapist who holds The FA's Diploma in the Treatment and Management of Injuries. Note: The second post can be of full-time equivalent status through the employment of two or three therapists holding the stated qualifications.

1.3 Coaching Staff – Medical Training Recommendation

Every coach must have attended an FA Emergency Aid Training Course (valid for three years).

Each Team should have a representative in attendance for all games who holds the following medical qualifications:

- FA Emergency Aid Training Attendance Certificate (valid for three years)
- FA Recognised Valid First Aid Qualification (valid for three years)

MEDICAL REQUIREMENTS FOR FOOTBALL ACADEMIES

1. Medical Screening

Football Academies to conduct medical screening of Academy players in the form of:

- Cardiovascular Screening
- Orthopaedic Screening
- Cardiological Screening

Cardiological Screening

a. On Entry (9 Years Old or at Any Age up to 16 Years Old)

Each registered Academy Player to undergo a medical examination by the Academy doctor that includes standard cardiovascular system assessments. Referral for specific cardiological assessment test to be organised by The Academy Doctor where there are clinical indications following the medical examination in line with The FA Cardiological Screening Policy on Entry. All costs incurred for these specific tests to be met by The Academy.

b. U17 Age Group Screening

All U17 age group players so be given the opportunity to undergo cardiological assessment free of charge financed by the Joint FA /PFA Funding mechanism.

FA Regional Cardiology Units and Consultant Cardiologists for Scholars Cardio-Vascular Screening to be used for Academy screening.

Orthopaedic Medical Screening (U17 Age Group Players)

All players in Football Academies to be offered the opportunity to undergo an Orthopaedic assessment carried out by an FA appointed regional orthopaedic surgeon free of charge financed by the joint FA/PFA Funding Mechanism.

2. Medical Records

Up to date Medical Records for all Academy players to be maintained and securely controlled by Academy Medical Staff. Total player confidentiality to be observed. The Medical Record content to be designed by The FA Medical Education Centre for use by Academy medical staff.

3. Advisory Visits

Visits to be made by the staff of The FA Medical Education Centre to Academies to advise on medical procedures and provide an opportunity for feedback from Academy Medical Staff.

4. Medical Insurance or Managed Care for Academy Players

The medical insurance or managed care cover should be of an adequate level to offer the young player expedient and quality diagnostic procedures and, where necessary, specialist assessment, treatment, surgery or rehabilitation when accidents have occurred or injuries have been sustained.

The insurance or managed care policy should offer benefits for the following medical provision for both 'Personal Accident' and 'Injury' sustained by an Academy player:

- (i) Full diagnostic services and clinical investigative procedures
- (ii) Medical expenses for medical, surgical, specialist fees, hospital, Nursing Home, nursing attendance charges, physiotherapy costs, residential hospital services costs and ambulance hire.
- (iii) All forms of 'injury' should be covered, both 'traumatic' and 'non-traumatic' in nature.
- (iv) There should be no 'excess' to each claim.

5. Medical Research Requirement

The Academy Medical Staff to comply with and actively undertake The Football Association's Medical Research Projects currently involving:

An Audit of Injuries in Academy Football – Longitudinal Study. This research project to cover Academy players of all age groups in order to:

- Identify the prevalence of injuries in specific age-group Academy players
- To identify potential injury risk factors of young players
- To reduce the prevalence of injury through preventative strategies.

6. In-Service Medical Training

The guidelines regarding the provisions outlined in this paper will be provided to Football Academy Medical Staff as part of their annual 36 hours specific in-service medical training provided by The Football Association.

MEDICAL CRITERIA GOVERNING FOOTBALL CENTRES OF EXCELLENCE

1. Medical Staff

1.1 Medical Practitioner Support

All Centres of Excellence attendees will have a registered General Practitioner available for referral following Accident or Injury. The club doctor should hold a register and relevant medical history notes of Centre of Excellence Players in order that he/she is aware of the medical history of young players attached to the Club and is in a position so liaise with a player's General Practitioner.

1.2 Therapist

Centres of Excellence operating a three-year scholarship with players registered on one-way options (19–21 years of age) should employ a Chartered Physiotherapist and/or be a therapist who is a registered member of The Health Professions Council or a holder of The FA Diploma in the Treatment and Management of Injuries to treat scholarship players aged 16–21 years old.

2. Coaching Staff

All Centres of Excellence coaching staff must attend an FA Emergency Aid Training Course (valid for three years). Each Centre of Excellence team must have a representative in attendance who holds a recognised First Aid at Work qualification (valid for three years).

3. Medical Screening

All Under-17 age group players should be offered the opportunity to undergo Medical Screening offered, through The Association Football Medical Screening Programme organised and financed by The FA/P.F.A. The medical screening involves:

- Cardiological Screening

4. Medical Records

All significant accidents or injuries sustained by Centre of Excellence attendees should be reported and recorded. The records should be maintained and stored confidentially by Centre of Excellence medical staff,

5. Medical Insurance

The Centre of Excellence to organise "Personal Accident Insurance" as minimal insurance for Centre of Excellence players.

MEDICAL RECOMMENDATIONS/GUIDELINES

1. First Aiders

All Clubs affiliated, directly or indirectly, to The Football Association should have at least one member trained and certified in the Emergency Aid FA Training Scheme or be in possession of a recognised up-to-date First Aid Qualification.

Re-certification is required every three years.

2. Feeder Leagues (Isthmian, Northern Premier, Southern Football Leagues)

It is strongly recommended that all Clubs below the Premier Division have Therapists in match attendance who have attended and passed FA Medical Education Courses up to and including The FA Basic Treatment of Injury Course level.

3. Head Injuries – for The Management of "On-Field" Head Injuries Sustained in Football

A head injury is a potentially serious injury which can lead, in a small number of cases, to significant complications. No head injury is trivial. The following is a simplified classification for everyday management:

1. SCALP LACERATION WITHOUT CONCUSSION

The patient should be removed from the field of play in order that the wound may be fully assessed. The wound should be cleaned and secured by suture or other means, in the treatment room. Preferably the wound should be covered by a dressing. The player's tetanus status should be checked. When the wound is secured the player may return to the field of play.

2. HEAD INJURY WITH CONCUSSION

Concussion is a clinical state where there is transient alteration in mental processing but without loss of consciousness. Clinical features of this transient state are dazed appearance, delayed response, disorientation, slurring of speech, headache, dizziness, nausea, blurred or double vision, incoordination of movements.

On-field or touchline assessment should include tests for orientation, concentration by describing months of the year in reverse and memory of recent events, such as the last game played, the venue, the score. Simple tests of co-ordination, finger-nose-finger and walking balance. It is important to give the player exertion provocation tests with a short 20 yard sprint and six knee bends (squats) and sit-ups since the patient may appear to be symptom-free only for the symptoms to return on exercise provocation.

Where the patient's symptoms and/or signs of concussion clear within a matter of a few minutes, and do not return with provocation exercise testing, the player may return to the field of play.

Where the clinical features/symptoms of concussion last for more than a few minutes (3–5) the player should be removed from the field of play and not be allowed to return in that game or training session.

Where the player has experienced clinical concussion which clears quickly and has been allowed to return to the field of play, should he have a second concussion, however brief, he must be removed from the field of play.

3. UNCONSCIOUS PLAYER (WITNESSED CLINICAL UNCONSCIOUSNESS)

Where a player has been rendered clinically unconscious, for however brief a period, he must be removed from the field of play, and should not be allowed to return to that game.

WHEN TO RETURN TO COMPETITIVE PLAY OR TRAINING

The above classification gives guidance with regard to the player with scalp laceration without concussion, and the concussed player whose symptoms and signs clear quickly and are not provoked by exertional testing. Such players may return to the game.

Since all head injuries are different in terms of the effects on the brain no fixed time periods are applicable in professional football as to when the player should return to training and playing. The brain's response to the injury determines the time of return to training and playing and must be clinically assessed by the Club Medical Officer or a Specialist Neurosurgeon/Neurologist.

The clinical rule is that no player should return to training or playing until symptom-free and sign-free at rest and on provocation.

This may vary considerably from player to player and must be assessed medically. Return to training and playing should be graduated through a programme of low level aerobic training, then non-contact activity training and then contact play. Recurrence of symptoms necessitates scaling back the activity and awaiting the healing process.

REFERRAL TO HOSPITAL/NEUROSURGICAL DEPARTMENT

Certain head injuries require referral to hospital. These include a player who has been clinically unconscious, those with clinical evidence of skull fracture, any concussive convulsions in the early stage after injury, any player with C.S.F. leak or any player with focal neurological signs. The local hospital and/or the Regional Neurosurgical Unit telephone numbers should be kept in the medical room and be available to home and visiting medical personnel.

POST HEAD INJURY CARD

Players who have sustained a head injury, and who are allowed home, should be given a head injury card and it must also be established that the player will be accompanied in the next 24 hours by another person. A card should also be given to the accompanying person and should contain the following data;

- (a) Name, address and telephone number of injured player
- (b) Age
- (c) Date and time of injury
- (d) Emergency telephone numbers of;
 1. Club Doctor
 2. Local hospital
 3. Ambulance services

A doctor should be contacted or the patient taken to hospital if any of the following occur:

- the player vomits;
- headache develops or increases;
- the player becomes restless or irritable;
- the player becomes drowsy or less responsive;
- the player has an epileptic fit

Otherwise the patient should rest for the first 24 hours and not consume alcohol and not drive a motor vehicle.

FOOTBALL ASSOCIATION HEAD INJURY CARD – PLEASE READ CAREFULLY

Name:

Address:

Tel:

Time of Head Injury:

Date:

EMERGENCY TELEPHONE NUMBERS:

HOSPITAL:

CLUB DOCTOR:

GENERAL PRACTITIONER:

AMBULANCE:

IMPORTANT WARNING:

He/she should be taken to a hospital or a doctor immediately if the following occurs:

- Vomits
- Headache develops or increases
- Becomes restless, irritable
- Becomes dizzy, drowsy or cannot be roused
- Has an epileptic fit (convulsion)
- Anything else unusual occurs

FOR THE REST OF TODAY HE/SHE SHOULD:

- Rest quietly
- Not consume alcohol
- Not drive a vehicle

**I have given a completed card to a spouse/guardian/relative/
carer and another to the player**

Doctor/First Aider (Please circle title)

Name (BLOCK CAPITALS)

Date:

A copy of the Head Injury Card given to the accompanying person should be retained by the Club Doctor and signed for.

THE LOCATION AND ADDRESSES OF NEUROSURGICAL UNITS IN ENGLAND AND WALES PROVIDING NEUROSURGICAL SERVICES AND NEUROSURGICAL CONSULTATIONS IN CASES OF HEAD INJURY

APPENDED ALSO IS A LIST OF NEUROLOGICAL SURGEONS WITH A SPECIAL INTEREST IN HEAD INJURY WHO MAY BE AVAILABLE FOR A SECOND OPINION OR SPECIAL CONSULTATION

Department of Neurosurgery
Newcastle General Hospital, Newcastle upon Tyne

Department of Neurosurgery
Middlesbrough General Hospital, Middlesbrough

Department of Neurosurgery
Leeds General Infirmary, Leeds LS1 3EX

Department of Neurosurgery
Hull Royal Infirmary, Hull

Department of Neurosurgery
Preston Royal Infirmary, Preston

Department of Neurosurgery
North Manchester General Hospital, Crumpsall, Manchester

Department of Neurosurgery
Hope Hospital, Salford, Lancs

Department of Neurosurgery
Manchester Royal Infirmary, Oxford Road, Manchester

Department of Neurosurgery
Walton Hospital, Liverpool

Department of Neurosurgery
Royal Hallamshire Hospital, Sheffield

Department of Neurosurgery
Queen's Medical Centre, Nottingham

Department of Neurosurgery
North Staffordshire Royal Infirmary, Stoke on Trent

Department of Neurosurgery
Queen Elizabeth Hospital, Birmingham

Department of Neurosurgery
Midland Centre for Neurosurgery, Smethwick, West Midlands

Department of Neurosurgery
Walsgrave Hospital, Coventry

Department of Neurosurgery
The Radcliffe Infirmary, Oxford

Department of Neurosurgery
Frenchay Hospital, Bristol

Department of Neurosurgery
Heath University Hospital, Cardiff

Department of Neurosurgery
Morrison Hospital, Swansea

Department of Neurosurgery
Derriford Hospital, Derriford Road, Plymouth

Department of Neurosurgery
Southampton General Hospital, Southampton

Department of Neurosurgery
Addenbrooke's Hospital, Cambridge

Department of Neurosurgery
St Bartholomew's Hospital, London

Department of Neurosurgery
Atkinson Morley Hospital, Wimbledon, London

Department of Neurosurgery
Queen's Square, London

Department of Neurosurgery
Brook General Hospital, Shooters Hill, London SE18 4LW

Department of Neurosurgery
Oldchurch Hospital, Romford, Essex

Department of Neurosurgery
Charing Cross Hospital, Fulham Palace Road, London W6 8RF

Department of Neurosurgery
Hurstwood Park Neurological Centre, Haywards Heath, West Sussex RH17 7ST

Mr R. Myles Gibson
35 Park Lane, Leeds, West Yorkshire LS2 2EY
Telephone: 01532 661998

Mr P. T. van Hille
Leeds General Infirmary, Great George Street, Leeds, West Yorkshire LS1 3EX
Telephone: 01532 432799

Professor Edward Hitebeock
Midland Centre for Neurosurgery and Neurology
Holly Lane, Smethwick, Warley, West Midlands B67 7JX
Telephone: 0121 558 3232

Mr Brian Cummings
Frenchay Hospital, Bristol BS16 1LE
Telephone: 01272 565656

Mr Peter Richards
Charing Cross Hospital, Fulham Palace Road, London W6 8RF
Telephone: 0171 748 2040

Mr John Firth
Queen's Medical Centre, Nottingham

Mr Peter Crawford
Newcastle General Hospital Westgate Road, Newcastle upon Tyne NE4 6BE
Telephone: 0191 273 8811

GOALPOST SAFETY GUIDELINES

Updated June 2008

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts.

Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future:

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground
 - Portable goalposts must be secured as per the manufacturer's instructions; this is also a requirement for the Laws of the Game.
 - Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts;
 - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn; and
 - Regular inspections of goalposts must be carried out to check that they are properly maintained.
2. Portable goalposts should not be left in place after use. They should be either be dismantled and removed to a place of secure storage, or placed together and suitable fixings applied to prevent unauthorised use at any time.
3. The use of metal cup hooks on any part of a goal frame was banned from the commencement of season 2007/08 and match officials have been instructed not to commence matches where such net fixings are evident for safety reasons. Nets may be secured by plastic fixings, arrow head shaped plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks.
4. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed two standards for goalposts – BSEN 748 (2004) and BS 8462 (2005). It is strongly recommended that you ensure that all goals purchased comply with the relevant standard. A Code of Practice BS 8461 has also been completed and copies of all of these three standards are available from the British Standards Institution.

Funding for replacement goals is available via the Football Foundation and eligibility criteria and further details can be obtained on their web site – www.footballfoundation.org.uk

The FA together with representatives from the industry, sports governing bodies and Government have prepared guidance notes for pitch users and pitch providers, which summarise the key priorities of the BSI's Code of Practice and provide further details on the information included above. These details are featured within the grassroots section of The FA's website – www.TheFA.com.

REMEMBER TO USE GOALPOSTS SAFELY AT ALL TIMES

GOALPOST AND PITCH SIZES

The FA receives many enquiries around pitch and goal sizes suitable for all age groups and therefore suggests the following should be applied where possible:-

Suggested Pitch Size In Yards	Suggested Size of Goalposts	Pitch Dimensions in Yards				Pitch Dimensions in Metres				
		Length		Width		Length		Width		
Lth x Wdt	Ht x Wdt	Max	Min	Max	Min	Max	Min	Max	Min	
Mini-Soccer U7-U8										
50 x 30	6ft 12ft	50	30	30	20	45.75	27.45	27.45	18.3	
Mini-Soccer U9-U10										
60 x 40	6ft 12ft	60	50	40	30	54.9	45.75	36.6	27.45	
9 v 9										
80 x 50	7ft 16ft	85	70	55	45	78.46	64	50.77	42	
Youth U11-U12 (11 v 11)										
80 x 50	7ft 21ft	90	75	55	45	82	68.25	50.77	42	
Youth U13-U14 (11 v 11)										
90 x 55	7ft 21ft	100	80	60	50	91	72.8	56	45.5	
Youth U15-U16 (11 v 11)										
100 x 60	8ft 24ft	110	90	70	50	100.6	82.3	64	45.5	
Youth U17-U18 & Seniors (11 v 11)										
110 x 70	8ft 24ft	130	100	100	50	120	90	90	45.5	

Note: County FAs and Leagues may have defined rules for their own competitions and reference should always be made to their handbooks for additional guidance and compliance.

Run-offs for natural grass pitches should be a minimum of 1.83 metres (6 feet) but ideally 2 metres. The run-off must be of natural grass and must not be of tarmac or concrete construction, with no barriers or obstructions evident within the run-off area.

Where pitches neighbour others within a confined area, the minimum run-off between both pitches should ideally be 4 metres to allow for spectators watching either match.

The Laws of the Game may be modified in their application for matches for players of under 16 years of age, for women footballers, for veteran footballers (over 35 years) and for players with disabilities.

Any or all of the following modifications are permissible:-

- (a) the size of the field of play
- (b) the size, weight and material of the ball
- (c) the width between the goalposts and the height of the crossbar from the ground
- (d) the duration of the periods of play
- (e) substitutions

ARTIFICIAL GRASS PITCHES (AGPS)

There continues to be significant interest in the use of artificial grass pitches for clubs in the National League System and below. Part of this interest has been driven by the successful installations in England at Woodley Sports FC, Unibond League, Division One, and at Durham City FC, Northern League.

Much of this interest, both from leagues and clubs within the non-League pyramid, seeks to understand The FA's position regarding the sanction of these pitches, particularly in FA Competitions.

Following the introduction of artificial grass pitches into some FA competitions last season, the various FA Committees have again approved the use of such pitches in their respective competitions from season 2008/09:

- FA Trophy
- FA Vase
- FA Youth Cup (qualifying rounds only)
- FA Women's Premier League and Cup
- FA Sunday Cup
- FA County Youth Cup

The use of such pitches is however dependent on compliance with conditions of use, which has been viewed by each Committee too – a copy of these is available for download and should be read in association with these notes.

It has been agreed therefore that matches from next season may be played on artificial grass pitches that conform to the FIFA 1 star standard, or the equivalent International Artificial Turf Standard (IATS) in all FA Competitions, except the FA Cup (all rounds) and FA Youth Cup (Rounds proper).

To qualify for use, the pitch must be certified by The FA as meeting the FIFA 1 Star standard or the equivalent International Artificial Turf Standard. The relevant certificate must be supplied to The FA and relevant competition before play is allowed.

Clubs should make their own risk assessment of whether such an installation is plausible or not given their individual circumstances. There is a risk that pitches may deteriorate over time and may not achieve the required standards at each period of retesting.

It is suggested that clubs negotiate suitable longevity warranties from the carpet manufacturers to ensure that the pitch will last in line with the Club's business plan and intended usage levels. A sinking fund should be established too to ensure sufficient funds are available when the carpet needs replacing.

Clubs are encouraged to understand the full maintenance required, which may be necessary to validate any warranty.

Steve Williams
National Facilities Manager
April 2008

GUIDANCE NOTES ON WHITE LINE MARKING OF FOOTBALL PITCHES

Various practices have been used in the past for the application of white lines to football pitches. The objectives of such practices have been to both reduce labour and materials costs whilst endeavouring to keep the lines visible for a greater length of time. Some of these practices have led to injury and subsequent court action being taken against managers and clubs. You are therefore advised to study the following notes carefully.

A. LEGISLATION

The main governing factors for marking out white lines are the same as that for other routine tasks in the workplace.

1. Duty of Care

Under the Health & Safety at Work Act 1974 every employer has a duty of care to ensure the workplace is safe for their employees, contractors, visitors, players, and spectators.

2. The Control of Substances Hazardous to Health Regulations 1994 (COSHH).

Regulations to prevent ill health from exposure to any hazardous substances present in the workplace.

3. Risk Assessment

You are required to carry out assessments on all tasks carried out in the workplace in relation to the nature of hazard, worst outcome, person(s) at risk, current precautions, estimated risk and further precautions.

If all three of the above are addressed satisfactorily this will automatically govern what to use for white line marking, ensure best practice and, above all, safety.

It is the duty of all Managers to ensure that all the regulations are adhered to as they are ultimately responsible in the eyes of the law. If line marking is carried out by contractors then a specification should be drawn up to include all the safeguards outlined in these guidance notes. This could also extend to include specifying a particular product.

B. SUITABLE LINE MARKING COMPOUNDS

1. Permanent paints

Based on pigmented viscous liquid. These "paints" can be applied either in a diluted form or neat.

2. Powders

There are various non-toxic whitening powders available which are based on ground natural calcium carbonate and can be used wet or dry. They are safe to use provided COSHH principles are applied. Under COSHH the user would be required to wear gloves and eye protection and to wash off any contact with the skin as a precautionary measure. Most powders are supplied in a fine form.

Hydrated Lime (Calcium hydroxide) should never be used for line marking. It is toxic and can give rise to chemical skin burns and irritations. It can cause serious damage to the eyes and skin on contact in both its dry or wet form. Its use is not recommended under any circumstances.

C. USE OF HERBICIDES TO REINFORCE LINE MARKINGS

Until **The Food and Environment Protection Act, 1985 (FEPA)** was introduced many groundsmen and club members used various herbicides mixed in with whitening compounds to keep the lines in longer and more visible during the winter playing season.

It is, however, only permissible to use a herbicide which is approved for use on sports turf, and this is likely to be a total herbicide. COSHH and Risk Assessment must be carried out

prior to any application. A further governing factor is that the user must have obtained his/her Certificate of Competence in Use of Pesticides (PA1, PA2A or PA6A).

Any herbicide product for line marking must be used within the conditions of approval granted under The Control of Pesticide Regulations, 1986 (COPR), and as outlined on the product label. There should be no risk to players by contact or transfer of the active herbicide to any part of the body.

The addition of herbicides to whitening materials is not a recommended practice unless carried out by a competent, certificated person.

Creosote is another compound used in the past to mark and reinforce line markings but it is not approved for use on sportsturf under COPR. Its use is therefore not recommended under any circumstances.

The use of Hydrated Lime, herbicide additives and creosote can result in serious injury to players, which can ultimately lead to actions against both clubs or individuals. Play safe – use only safe and approved compounds that are currently available on the market. Do not use old compounds.

D. MACHINES AVAILABLE TO MARK WHITE LINES

Marking machines fall into the following categories.

1. Dry Line Markers

As the name implies, these are for applying dry powder compounds.

2. Pressure Pump Markers

A wheel driven pump forces marking fluid through a jet or spout directly onto the turf surface.

3. Electric Pump Markers

These are battery driven to constantly maintain the required pressure and direct the liquid onto the turf surface.

4. Belt Feed Markers

These have a moving belt system which conveys a continual supply of liquid onto the turf surface by contact

5. Wheel Transfer Markers

These convey the liquid via rotating wheel onto a tray and then via a sponge wheel directly onto the turf surface.

All of the above markers are obtainable from most sportsground suppliers. Before purchasing any marker have a demonstration first, and ensure you get the right marker for your requirements.

E. USEFUL CONTACTS

Institute of Groundsmanship (Training Courses)	Tel: 01908 312511 www.iog.org
British Agrochemical Association (Code of Practice)	Tel: 01733 349225
Health & Safety Executive.	Tel: Info line 0541 545500
HSE Books	Tel: 01787 881165
Sports Council (Health & Safety Guidance Notes)	Tel: 020 7388 1277
Suppliers of products	www.turfpages.co.uk

F. IMPORTANT NOTE

These notes are, intended solely to provide helpful guidance for club managers and groundsmen. The information may vary or change from time to time, as a result of directives issued by governing bodies or government departments.

Whilst every effort has been made to ensure accuracy, the Institute of Groundsmanship cannot at any time or under any circumstances be held liable in respect of any damage or costs of any nature arising directly or indirectly from information contained herein.

January 2001

THE FOOTBALL ASSOCIATION: A CODE OF CONDUCT FOR FOOTBALL

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This Code applies to all those involved in football under the auspices of The Football Association.

Community

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

Football rejects the use of violence of any nature by anyone involved in the game.

Fairness

Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

Football is committed to the principle of playing to win consistent with Fair Play. By Order of the Council November 1998.

CODE OF CONDUCT FOR COACHES

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches), which forms the benchmark for all involved in coaching:

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. Fair Play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Not to use or tolerate inappropriate language.

CODE OF CONDUCT FOR PLAYERS

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Obligations towards the game

A player should:

1. Make every effort to develop his own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship, and time-wasting.
5. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.

Obligations towards one's own team

A player should:

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

Respect for the Laws of the Game and competition rules

A player should:

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

Respect towards Opponents

A player should:

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards the Match Officials

A player should:

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Respect towards Team Officials

A player should:

1. Abide by the instructions of his Coach and Team Officials, provided they do not contradict the spirit of this code.
2. Show due respect towards the Team Officials of the opposition.

Obligations towards the Supporters

A player should:

1. Show due respect to the interests of supporters.

CODE OF CONDUCT FOR MATCH OFFICIALS

(Referees, Assistant Referees, Fourth Officials and Substitute Referees)

Under the Laws of the Game the decisions of a referee on points of fact connected with the play are final as far as the result of the game is concerned. A referee also has wide-ranging powers defined in Law 5.

The exercising of such power requires a high level of ethics from referees and assistant referees (referred to in this Code together as "referees").

In addition to the quality of refereeing, the behaviour of the referee has an impact, either directly or indirectly, on the conduct of all others involved in the game. Respect for referees and their decisions is a fundamental part of the game. A Code of Conduct for Match Officials is a proper response to those expectations.

While the Code focuses primarily on referees involved in top-class football, with few exceptions the basic ideas are valid for match officials at all levels, be they on the National List, or registered with County Football Associations and only involved in local football.

These Codes are applicable to match officials at all levels of the game.

Obligations towards the game

The referee has a duty to the game in its widest sense.

One of those duties is to help the game to keep moving, compatible with Fair Play, and to seek to ensure it is attractive and is not subject to unnecessary halts. The referee should:

1. Make every effort to prepare fully for a match, both physically and mentally. On a physical level, a referee must be able to keep up with the speed of the modern game, and be alert and close enough to take correct decisions from credible locations on the field of play.
2. Not be afraid to take decisions. A referee should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators.
3. Show respect towards players and team officials.
4. Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match.
5. Decline to be appointed to a match if not completely physically or mentally fit to referee that match (because of illness, injury, or for family or other reasons).
6. Inform The Football Association and/or County Association and/or league or competition directly responsible if unable to referee a team or teams for any reason.
7. Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive.
8. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game or any particular aspect of it, including others involved in the game.
9. Not tolerate inappropriate language from players and/or officials.

Obligations towards the Players

The powers of a referee must be used with wise judgement and care. Authority and a firm approach must be combined with respect.

1. A referee should have regard to protecting the players.
2. A referee should show due respect when speaking with the players, even in the event of infringements.
3. In reports, a referee should set out the true facts and not attempt to justify any decisions.

Obligations towards fellow Referees, Assistant Referees, Fourth Officials and Substitute Referees

It is necessary for the referee's authority to be protected, not only for the sake of the game, but also in the interest of fellow referees, assistant referees, fourth officials and substitute referees. This protection should, however, not influence the over-riding regard for protection of the players.

1. A referee should refrain from publicly expressing any criticism of fellow referees, assistant referees or other match officials.
2. A referee should assist with the development of less experienced referees and assistant referees.
3. An assistant referee should give his total support to the referee, but without undue interference or insistence.

CODE OF CONDUCT FOR TEAM OFFICIALS

This Code applies to all team/club officials (although some items may not apply to all officials).

Obligations towards the game

The team official should:

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the players, supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

Obligations towards the team

The team official should:

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect to the interests of players, coaches and other officials, at his own club/team and others.

Obligations towards the Supporters

The team official should:

1. Show due respect to the interests of supporters.

Respect towards the Match Officials

A team official should:

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

DIRECTORY OF COUNTY AND AFFILIATED ASSOCIATIONS

- Amateur Football Alliance – Mike Brown, 55 Islington Park Street, London N1 1QB.
- Army – Major Billy Thomson, Ministry of Defence (ASCB), Clayton Barracks, Thornhill Road, Aldershot, Hampshire GU11 2BG.
- Bedfordshire – Peter Brown, Century House, Skimpot Rd, Dunstable, Bedfordshire LU5 4JU.
- Berks & Bucks – Brian Moore, 15a London Street, Faringdon, Oxon SN7 7HD.
- Birmingham – David Shelton, Ray Hall Lane, Great Barr, Birmingham B43 6JF.
- Cambridgeshire – Roger Pawley, Bridge Road, Impington, Cambs. CB24 9PH.
- Cambridge University – Dr John Little, St. Catharine's College, Cambridge CB2 1RL.
- Cheshire – Ms Maureen Dunford, Hartford House, Hartford Moss Rec. Centre, Moss Lane, Northwich, Cheshire CW8 4BG.
- Cornwall – Barry Cudmore, 1 High Cross Street, St. Austell, Cornwall PL25 4AB.
- Cumberland – Geoff Turrell, 17 Oxford Street, Workington, Cumbria CA14 2AL.
- Derbyshire – Keith Compton, Units 8-9, Stadium Business Court, Millennium Way, Pride Park, Derby DE24 8HZ.
- Devon – Paul Morrison, Coach Road, Newton Abbot, Devon TQ12 1EJ.
- Dorset – Mrs Sue Hough, County Ground, Blandford Close, Hamworthy, Poole BH15 4BF.
- Durham – John Topping, Chester-Le-Street Riverside South, Chester-Le-Street, Co. Durham DH3 3SJ.
- East Riding – Dennis Johnson, Roy West Centre, 220 Inglemire Lane, Hull HU6 7TS.
- English Schools – John Read, 4 Parker Court, Staffordshire Technology Park, Stafford ST18 OWP.
- Essex – Phil Sammons, County Office, Springfield Lyons Approach, Springfield, Chelmsford, Essex CM2 5EY.
- Gloucestershire – David Neale, Oaklands Park, Almondsbury, Bristol BS32 4AG.
- Guernsey – Corbet Field, Grand Fort Road, St. Sampson's, Guernsey GY2 4FG.
- Hampshire – Neil Cassar, Winklebury Football Complex, Winklebury Way, Basingstoke RG23 8BF.
- Herefordshire – Jim Lambert, County Ground, Widemarsh Common, Hereford HR4 9NA.
- Hertfordshire – Eddie King, County Gd, Baldock Road, Letchworth, Hertfordshire SG6 2EN.
- Huntingdonshire – Mark Frost, Cromwell Chambers, 8 St Johns St, Huntingdon PE29 3DD.
- Independent Schools – David Elleray, Druries, Harrow on the Hill, Middx. HA1 3HR.
- Isle of Man – Mrs. Ann Garrett, PO Box 53, The Bowl, Douglas, Isle of Man IM99 1GY.
- Jersey – Paul Creeden, Springfield Stadium, St Helier, Jersey JE2 4LF.
- Kent – Keith Masters, 69 Maidstone Road, Chatham, Kent ME4 6DT.
- Lancashire – David Burgess, County Ground, Thurston Road, Leyland, Preston PR25 2LF.
- Leicestershire & Rutland – Laurence Jones, Holmes Park, Dog & Gun Lane, Whetstone, Leicestershire LE8 6FA.
- Lincolnshire – John Griffin, PO Box 26, 12 Dean Road, Lincoln LN2 4DP.
- Liverpool – David Pugh, Walton Hall Park, Walton Hall Avenue, Liverpool L4 9XP.
- London – David Fowkes, 11 Hurlingham Business Park, Sullivan Road, Fulham, London SW6 3DU.
- Manchester – Roger Reade, Salford Sports Village, Littleton Road, Lower Kersal, Salford M7 3NQ.
- Middlesex – Peter Clayton, 39 Roxborough Road, Harrow, Middlesex HA1 1NS.
- Norfolk – Shaun Turner JP, 11 Meridian Way, Thorpe St Andrew, Norwich NR7 OTA.
- Northamptonshire – David Payne, 9 Duncan Close, Red House Square, Moulton Park, Northampton NN3 6WL.

North Riding – Tom Radigan, Broughton Road, Stokesley, Middlesbrough TS9 5NY.
 Northumberland – Rowland Maughan, Whitley Park, Whitley Road, Newcastle upon Tyne NE12 9FA.
 Nottinghamshire – Mrs Elaine Oram, 7 Clarendon Street, Nottingham NG1 5HS.
 Oxford University – Richard Tur, Oriol College, Oriol Square, Oxford OX1 4EW.
 Oxfordshire – Ian Mason, PO Box 62, Witney, Oxon OX28 1HA.
 Royal Air Force – Vince Williams, Football Liaison Officer, Brize Norton, Carterton, Oxon OX18 3LX.
 Royal Navy – Lt Cdr Steve Vasey, HMS Temeraire, Burnaby Road, Portsmouth, Hampshire PO1 2HB.
 Sheffield & Hallamshire – James Hope-Gill, Clegg House, 69 Cornish Place, Cornish Street, Shalesmoor, Sheffield S6 3AF.
 Shropshire – David Rowe, New Stadium, Oteley Road, Shrewsbury, Shropshire SY2 6ST.
 Somerset – Ian Pike, 30 North Road, Midsomer Norton, Radstock, Bath BA3 4PZ.
 Staffordshire – Brian Adshead, Dyson Court, Staffordshire Technology Park, Beaconside, Stafford ST18 0LQ.
 Suffolk – Martin Head, The Buntings, Cedars Park, Stowmarket, Suffolk IP14 5GZ.
 Surrey – Ray Ward, Connaught House, 36 Bridge Street, Leatherhead, Surrey KT22 8BZ.
 Sussex – Ken Benham, Culver Road, Lancing, W. Sussex BN15 9AX.
 Westmorland – Peter Ducksbury, Unit 1, Riverside Business Park, Natland Road, Kendal, Cumbria LA9 7SX.
 West Riding – Roy Carter JP, Fleet Lane, Woodlesford, Oulton, Leeds LS26 8NX.
 Wiltshire – Michael Benson, Units 2/3, Dorcan Business Village, Murdock Road, Dorcan, Swindon SN3 5HY.
 Women's Football Conference – Mike Appleby, 25 Soho Square, London W1D 4FA.
 Worcestershire – Mervyn Leggett, Craftsman House, De Salis Drive, Hampton Lovett Industrial Estate, Droitwich, Worcestershire WR9 0QE.

*County Associations' website addresses are in the www.LondonFA.com format.

Email addresses are in the Info@LondonFA.com format.

CLUBS IN FULL MEMBERSHIP

Number on left indicates Division.

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
8 Abingdon Town	Abingdon Town Football Club	Unincorporated
8 AFC Bournemouth	Bournemouth & Boscombe Athletic Community Football Club Limited	3333372
7 AFC Sudbury	Sudbury Town Football Club Limited	500191
9 Aldershot Town	Aldershot Town F.C. (1992) Limited	2711473
3 Altrincham	Altrincham Association Football Club Limited	176333
1 Annfield Plain	Annfield Plain Association Football Club	Unincorporated
7 Arsenal	The Arsenal Football Club Public Limited Company	109244
10 Ashford Town	Ashford Town Football Club Limited	4115862
1 Ashington	Ashington Football Club	Unincorporated
4 Aston Villa	Aston Villa FC Limited	2502822
7 Aveyley	Aveyley Football Club	Unincorporated
4 Banbury United	Banbury United Development Limited	3201198
9 Barnet	Barnet Football Club Limited	1239681
5 Barnsley	The Barnsley Football Club 2002 Limited	4573250
6 Basford United	Basford United Football Club Limited	1583574
9 Basingstoke Town	Basingstoke Town Limited	4259233
8 Bath City	Bath City Football Club Limited	176565
8 Bideford	Bideford AFC (1987) Limited	2113750
7 Billericay Town	Billericay Town Football Club Limited	4172587
1 Billingham Synthonia	Billingham Synthonia Football Club	Unincorporated
4 Birmingham City	Birmingham City Football Club Plc	27318
1 Bishop Auckland	Bishop Auckland Football Club Limited	3373384
9 Bishop's Stortford	Bishop's Stortford Football Club Limited	2489097
2 Blackburn Rovers	The Blackburn Rovers Football and Athletic Plc	53482
2 Blackpool	The Blackpool Football Club Limited	48409
1 Blyth Spartans	Blyth Spartans Association Football Club Limited	409564
10 Bognor Regis Town	Bognor Regis Town Football Club	Unincorporated
2 Bolton Wanderers	The Bolton Wanderers Football and Athletic Company Limited	43026
9 Boreham Wood	Boreham Wood Football Club Limited	2533129
5 Bradford City	Bradford City Football Club Limited	5102915
7 Braintree Town	Braintree Town Football Club Limited	2050949
7 Brentford	Brentford FC Limited	3642327
10 Brighton & Hove Albion	The Brighton & Hove Albion Football Club Limited	81077
8 Bristol City	Bristol City Football Club Limited	3230871
8 Bristol Rovers	Bristol Rovers Football Club Limited	51828
10 Bromley	Bromley F. C. (95) Limited	3060560
4 Bromsgrove Rovers	Bromsgrove Rovers Football Club Limited	989465
2 Burnley	The Burnley Football and Athletic Company Limited	54222

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
4 Burton Albion	The Albion Football Club (Burton on Trent) Limited	488096
2 Bury	Bury Football Club Company Limited	53268
5 Buxton	Buxton Football Club Limited	2823127
7 Cambridge City	Cambridge City Football Club Limited	1128850
7 Cambridge United	Cambridge United Football Club Limited	482197
2 Carlisle United	Carlisle United Association Football Club (1921) Limited	175280
6 Carlton Town	Carlton Town Football Club	Unincorporated
10 Charlton Athletic	Charlton Athletic Football Company Limited	1788466
7 Chelmsford City	The Supporters of Chelmsford City Football Club Limited	2957198
7 Chelsea	Chelsea Football Club Limited	1965149
8 Cheltenham Town	Cheltenham Town Association Football Club Limited	324807
9 Chesham United	Chesham United Association Football Club Limited	1017530
3 Chester City	Chester City Football Club Limited	2998020
5 Chesterfield	CFC 2001 Ltd	4273743
2 Chorley	Chorley Football Club Limited	2959001
9 Civil Service	Civil Service Football Club	Unincorporated
7 Colchester United	Colchester United Football Club Limited	2705301
1 Consett	Consett Association Football Club	Unincorporated
6 Corby Town	Corby Town Football Club (1993) Limited	2779837
10 Corinthian Casuals	Corinthian Casuals Football Club	Unincorporated
4 Coventry City	Coventry City Football Club Limited	3056875
3 Crewe Alexandra	The Crewe Alexandra Football Club Company Ltd	62367
1 Crook Town	Crook Town A.F.C.	Unincorporated
10 Croydon	Croydon Football Club	Unincorporated
10 Crystal Palace	Crystal Palace F.C. (2000) Limited	3951645
7 Dagenham & Redbridge	Dagenham and Redbridge Football Club Limited	6134948
1 Darlington	Darlington FC Limited	5074229
10 Dartford	Dartford F. C. (1992) Limited	2768338
2 Darwen	Darwen Football and Social Club Limited	1107666
5 Derby County	The Derby County Football Club Limited	49139
5 Doncaster Rovers	Patienceform Limited	3739676
8 Dorchester Town	Dorchester Town Football Club Limited	1396477
2 Droylsden	Droylsden Football Club Limited	1220282
10 Dulwich Hamlet	Dulwich Hamlet Football Club Limited	2840930
6 Eastwood Town	Eastwood Town Football Club Limited	4464209
10 Ebbsfleet United	Gravesend and Northfleet Football Club Limited	412018
10 Erith and Belvedere	Erith and Belvedere Football Club Limited	509305
3 Everton	The Everton Football Club Company Limited	36624
8 Exeter City	Exeter City A.F.C. Limited	97808
8 Fareham Town	Fareham Town Football Club Limited	2692347

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
8 Forest Green Rovers	Forest Green Rovers F.C. Ltd	1731483
5 Frickley Athletic	Frickley Athletic Football Club Limited	4932518
7 Fulham	Fulham Football Club (1987) Limited	2114486
6 Gainsborough Trinity	Gainsborough Trinity Football Club Limited	1004070
1 Gateshead	Gateshead Football Club Limited	1329847
10 Gillingham	Gillingham Football Club Plc	39175
5 Glossop North End	Glossop North End Association Football Club Limited	2667422
8 Gloucester City	Gloucester City Association Football Club (1980) Limited	1479143
7 Gorleston	Gorleston Football & Social Club	Unincorporated
6 Grantham Town	Grantham Town Football Club Limited	294783
7 Grays Athletic	Grays Athletic Football Club (1982) Limited	1651326
7 Great Yarmouth Town	Great Yarmouth Town Football Club	Unincorporated
6 Grimsby Town	Grimsby Town Football Club Plc	34760
9 Harlow Town	Harlow Town Football Club Limited	3136744
9 Harrow Borough	Harrow Borough Football Club Limited	334042
1 Hartlepool United	Hartlepool United Football Club Limited	98191
7 Harwich & Parkeston	Harwich and Parkeston Football Club	Unincorporated
9 Hayes & Yeading United	Hayes & Yeading United F.C. Ltd	539373
9 Hemel Hempstead Town	H.H.F.C. Management Services Limited	3419065
9 Hendon	Hendon Football Club Limited	2944496
4 Hereford United	Hereford United Football Club (1939) Limited	355272
9 Hitchin Town	Hitchin Town Football Club Limited	3210431
1 Horden Colliery Welfare	Horden Colliery Welfare Association Football Club	Unincorporated
5 Huddersfield Town	The Huddersfield Town Association Football Club Limited	1771361
5 Hull City	Hull City Association Football Club (Tigers) Limited	4032392
3 Hyde United	Hyde United Association Football Club Limited	414978
5 Ilkeston Town	Ilkeston Town Football Club Limited	1000691
7 Ipswich Town	Ipswich Town Football Club Company Limited	315421
6 Kettering Town	Kettering Town F. C. Management Limited	2267071
4 Kidderminster Harriers	Kidderminster Harriers Football Club Limited	484523
10 Kingstonian	Kingstonian FC Ltd	4480694
10 Leatherhead	Leatherhead Football Club Limited	3067144
3 Leek Town	Leek Town Football Club Limited	1297305
6 Leicester City	Leicester City Football Club Limited	4593477
2 Leigh RMI	Leigh Railway Mechanics Institute Football Club	Unincorporated
7 Leyton	Leyton Football Club Limited	936533
7 Leyton Orient	Leyton Orient Football Club Limited	88982
6 Lincoln City	Lincoln City Football Club Limited	45611

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
3 Liverpool	The Liverpool Football Club & Athletic Grounds Limited	35668
7 Lowestoft Town	Lowestoft Town Football Club	Unincorporated
9 Luton Town	Luton Town Football Club Limited	4977080
3 Macclesfield Town	Macclesfield Town Football Club Limited	415853
9 Maidenhead United	Maidenhead United FC Ltd	5691046
2 Manchester City	Manchester City Football Club PLC	40946
2 Manchester United	Manchester United Football Club Limited	95489
6 Mansfield Town	Mansfield Town Football Club Limited	181839
6 March Town United	March Town United Football Club Limited	475040
10 Margate	Margate Football Club Limited	1359836
3 Marine	Marine Association Football Club	Unincorporated
9 Marlow	Marlow Football Club Limited	3525157
5 Matlock Town	Matlock Town Football Club	Unincorporated
10 Metropolitan Police	Metropolitan Police Football Club	Unincorporated
1 Middlesbrough	Middlesbrough Football & Athletic Company (1986) Limited	1947851
9 Middlesex Wanderers	Middlesex Wanderers Association Football Club	Unincorporated
7 Millwall	Millwall Football & Athletic Company (1985) PLC	1924222
6 Milton Keynes Dons	Milton Keynes Dons Limited	4787003
4 Moor Green	Solihull Moors Football Club Limited	6045572
2 Morecambe	Morecambe Football Club Limited	224792
3 Mossley	Mossley AFC Limited	2975261
1 Murton	Murton Association Football Club	Unincorporated
3 Nantwich Town	Nantwich Town Football Club	Unincorporated
1 Newcastle United	The Newcastle United Football Company Limited	31014
6 Northampton Town	The Northampton Town Football Club Limited	183917
7 Norwich City	Norwich City Football Club PLC	154044
6 Nottingham Forest	Nottingham Forest Football Club Limited	1630402
6 Notts County	Blenheim 1862 Limited	4789632
2 Oldham Athletic	Oldham Athletic (2004) Association Football Club Limited	4989487
8 Oxford City	Oxford City Football Club (Trading) Limited	3127905
8 Oxford United	Oxford United Football Club Limited	470509
2 Penrith Town	Penrith Town Football Club	Unincorporated
6 Peterborough United	Peterborough United Football Club Limited	290803
8 Plymouth Argyle	The Plymouth Argyle Football Company Limited	110819
9 Polytechnic	Polytechnic Football Club	Unincorporated
8 Poole Town	Poole Town Football Club (1991) Limited	2609998
4 Port Vale	Port Vale (Valiant 2001) Football Club Limited	4669703
8 Portsmouth	Portsmouth City Football Club Limited	3747237

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
2 Preston North End	Preston North End Football Club Limited	39494
7 Queens Park Rangers	The Queens Park Rangers Football & Athletic Club Limited	60094
9 Reading	The Reading Football Club Limited	53703
10 Redhill	Redhill Football Club	Unincorporated
2 Rochdale	The Rochdale Association Football Club Limited	111019
5 Rotherham United	Rotherham United FC Limited	5764000
6 Rushden & Diamonds	Rushden and Diamonds F.C. Limited	2400504
8 Salisbury City	Salisbury City Football Club Limited	4374422
6 Scunthorpe United	Scunthorpe United Football Club Limited	123622
1 Shankhouse	Shankhouse Football Club	Unincorporated
5 Sheffield	Sheffield F.C. The Oldest Football Club in the World Est. 1857 Ltd	3088676
5 Sheffield United	The Sheffield United Football Club Limited	61564
5 Sheffield Wednesday	Sheffield Wednesday Football Club Limited	2509978
1 Shildon	The Shildon Association Football Club Limited	103858
4 Shrewsbury Town	Shrewsbury Town Football Club PLC	315587
8 Southampton	Southampton Football Club Limited	53301
7 Southend United	The Southend United Football Club Limited	89767
3 Southport	Pinewise Limited	1486711
1 Spennymoor Town	Spennymoor Town FC Limited	5002706
9 St Albans City	St. Albans City Football and Athletic Club Limited	1922742
4 Stafford Rangers	Stafford Rangers Football Club Limited	168812
10 Staines Town	Staines Town Football Club	Unincorporated
3 Stalybridge Celtic	The Stalybridge Celtic Football Club Limited	292254
3 Stockport County	The Stockport County Association Football Club Limited	99380
4 Stoke City	Stoke City Football Club Limited	99885
4 Stourbridge	Stourbridge Football Club	Unincorporated
1 Sunderland	The Sunderland Association Football Club Limited	49116
10 Sutton United	Sutton United Football Club Limited	519334
8 Swindon Town	Swindon Town Football Company Limited	53100
7 Tilbury	Tilbury Football Club	Unincorporated
10 Tooting & Mitcham United	Tooting & Mitcham Sports & Leisure Limited	4114467
8 Torquay United	Torquay United Association Football Club Limited	175954
7 Tottenham Hotspur	Tottenham Hotspur Football & Athletic Co. Ltd	57186
1 Tow Law Town	Tow Law Town Football Club	Unincorporated
3 Tranmere Rovers	Tranmere Rovers Football Club Limited	118587
9 Uxbridge	Uxbridge Football Club	Unincorporated
5 Wakefield	Emley AFC 2000 Limited	4221196
4 Walsall	The Walsall Football Club Limited	171970
9 Watford	The Watford Association Football Club Limited	104194

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
9 Wealdstone	Wealdstone Football Club (2000) Limited	3953962
1 West Auckland Town	West Auckland Town AFC	Unincorporated
4 West Bromwich Albion	West Bromwich Albion Football Club Limited	3295063
7 West Ham United	West Ham United Football Club PLC	66516
8 Weymouth	Weymouth Football Club Limited	199734
1 Whitby Town	Whitby Town Football Club	Unincorporated
1 Whitley Bay	Whitley Bay Football Club Limited	610374
10 Whitstable Town	Whitstable Town Football Club	Unincorporated
2 Wigan Athletic	Wigan Athletic A. F. C. Limited	270043
1 Willington	Willington Association Football Club	Unincorporated
8 Winchester City	Winchester City Football Club	Unincorporated
9 Windsor & Eton	Windsor & Eton Football Club (Holdings) Limited	2957999
9 Wingate & Finchley	Wingate & Finchley Football Development Limited	6014465
3 Winsford United	Winsford United Football Club Limited	435726
6 Wisbech Town	Wisbech Town Football Club Limited	304339
3 Witton Albion	Witton Albion Football Club Limited	881890
10 Woking	Woking Football Club Limited	3329172
8 Wokingham & Embrook	Wokingham Town Football Club Limited	2392653
4 Wolverhampton Wanderers	Wolverhampton Wanderers Football Club (1986) Limited	1989823
4 Worcester City	Worcester City Football Club Limited	232010
2 Workington	Workington Association Football Club Limited	176420
10 Worthing	Worthing Football Club Limited	2729719
9 Wycombe Wanderers	Wycombe Wanderers Football Club PLC	5132509
8 Yeovil Town	The Yeovil Football & Athletic Club Limited	189754
5 York City	York City Football Club Limited	4689338
5 Yorkshire Amateur	Yorkshire Amateur Association Football Club	Unincorporated

CLUBS IN ASSOCIATE MEMBERSHIP

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
AFC Wimbledon	AFC Wimbledon Limited	4458490
Accrington Stanley	Accrington Stanley Football Club Limited	1287721
Alfreton Town	Alfreton Town Football Club Limited	2011224
Amersham Town	Amersham Town Football Club	Unincorporated
Andover	Andover Football Club Limited	4458680
Anstey Nomads	Anstey Nomads Football Club	Unincorporated
Arnold Town	Arnold Town Football Club	Unincorporated
Bamber Bridge	Bamber Bridge Football Club	Unincorporated
Barton Rovers	Barton Rovers Football Club	Unincorporated
Basildon United	Basildon United Football, Sports & Leisure Limited	4293804
Bedford Town	Bedford Town Football Club Limited	4098641
Boston Town	Boston Phoenix Football Club Limited	2294920
Buckingham Town	Ford Meadow Club	Unincorporated
Burscough	Burscough Football Club Limited	3998165
Bury Town	Bury Town Football Club (1995) Limited	3072392
Cheshunt	Cheshunt Football Club	Unincorporated
Chippenham Town	Chippenham Town Football Club Limited	4599480
Congleton Town	Congleton Town Limited	2913903
Crawley Town	Crawley Town Football & Social Club Ltd	3858150
Cray Wanderers	Cray Wanderers Football Club Limited	5228510
Croydon Athletic	Croydon Athletic Sports and Social Club Limited	1630870
Curzon Ashton	Curzon Ashton Football Club Limited	IP 29461R
Deal Town	Deal Town Football Club (2001) Limited	4214651
Desborough Town	Desborough Town Football Club	Unincorporated
Dover Athletic	Dover Athletic Football Club Limited	1747066
Dudley Town	Dudley Town Football Club	Unincorporated
Durham City	Durham City Association Football Club Limited	4483009
Easington Colliery	Easington Colliery AFC	Unincorporated
Eastbourne Borough	Eastbourne Borough Football Club	Unincorporated
Eastbourne Town	Eastbourne Town Football Club	Unincorporated
Eastbourne United	Eastbourne United Football Club	Unincorporated
Eastleigh	Eastleigh Football Club Limited	5488155
Ely City	Ely City Football Club Limited	1938033
Gosport Borough	Gosport Borough Football Club	Unincorporated
Guisborough Town	Guisborough Town Football Club	Unincorporated
Guiseley	Guiseley Association Football Club Limited	2629783
Halesowen Town	Halesowen Town Football Club Limited	2674812
Hampton & Richmond Borough	Hampton and Richmond Borough Football Club Limited	3399857
Harrogate Town	Harrogate Town AFC Limited	2523873

<u>Club Playing Name</u>	<u>Entity Name</u>	<u>Company No.</u>
Hastings United	Hastings United Football Club Limited	3441850
Heanor Town	H.T.F.C. (1986) Limited	2049395
Hednesford Town	Hednesford Town Football Club Limited	2862784
Hertford Town	Hertford Town Football Club	Unincorporated
Heybridge Swifts	Heybridge Swifts Football Club	Unincorporated
Highgate United	Highgate United Football Club (Birmingham) Limited	781395
Hinckley United	Hinckley United Football Club Limited	458117
Histon	Histon Football Club	Unincorporated
Hoddesdon Town	Hoddesdon Town Football Club	Unincorporated
Holbeach United	Holbeach United Football Club	Unincorporated
Horsham	Horsham Football Club Limited	1494925
Kendal Town	Kendal Town Football Club	Unincorporated
Lincoln United	Lincoln United Football Club	Unincorporated
Mangotsfield United	Mangotsfield United Football Club Limited	4135426
Newport IOW	Newport (IW) Football Club Limited	3454393
Rugby Town	Valley Sports Rugby Association Football Club Limited	2843062
Skegness Town	Skegness Town Association Football Club	Unincorporated
Spalding United	Spalding United Football Club Limited	3444686
Stamford	Stamford Association Football Club Limited	453270
Sutton Coldfield Town	Sutton Coldfield Town Football Club	Unincorporated
Swanage Town & Herston	Swanage Town & Herston Football Club	Unincorporated
Taunton Town	Taunton Town Football Club Limited	1582031
Thurrock	Purfleet Football Club Limited	3178069
Ware	Ware Football Club	Unincorporated
Welling United	Welling United Football Club	Unincorporated
Welton Rovers	Welton Rovers Football Club Limited	866849
Wembley	Wembley Football Club Limited	2530452
Willenhall Town	Willenhall Town Football Club	Unincorporated
Worksop Town	Worksop Town FC Limited	6188484